WEBDOCS

WEB ENABLED DOCUMENT CONVERSION SYSTEM

USER'S GUIDE

JUNE 2000 (TIF) 09/27/04

INTRODUCTION

WEBDOCS or the Web Enabled Document Conversion System is a World Wide Web (WWW) based system that DRMOs use to upload and save scanned 1348 documents (and associated documentation), as well as retrieve and view stored images and data.

The system has two main components: End user hardware and software located at the DRMO and the WEBDOCS application on the DRMS Web server. Documents are scanned and stored on the DRMO (also referred to as local) PC. Users upload and index the documents by key data fields and then save the image/indexing in WEBDOCS.

This guide provides information about set up procedures (folder structure and naming conventions) for the DRMO PC or LAN, directions for scanning documents using the commercial software package, ScanApp, and WEBDOCS functions.

WEBDOCS TEST SYSTEM

The WEBDOCS test/training system operates like the production system. DRMOs may use this system for training their users. All users logged into the test system have a RIC of SVKA. Permissions to add, change, delete users and edit, delete, purge, and replace images are limited to records with a RIC of SVKA. Here is the URL for the WEBDOCS test system: http://drmsa05.drms.dla.mil/web_docs_demo/web_docs_index.html

WEBDOCS PRODUCTION SYSTEM

The WEBDOCS production system was implemented March 16, 2000. The URL for the production system is: http://www.drms.dla.mil/web_docs/web_docs_index.html.
This URL is for DRMS use only. Do not provide the above URLs to customers or generators. The production system requires a User ID and password. Please refer to page 42 for instructions about obtaining a User ID and password for the system.

GENERATOR ACCESS TO WEBDOCS

Generators wishing to access the system to retrieve their own records will be provided a link off of our WWW home page and a separate instruction guide. ECD for availability of this option is August 2000.

TABLE OF CONTENTS

Page
SECTION 1 DRMO PC Set Up………………………. 4
DRMO PC Folder Structure…………….. 4
File Naming Conventions……………….. 5
DRMO PC File Maintenance……………. 5
SECTION 2 Scanning Documents…………………….. 6
SECTION 3 Using WEBDOCS……………………….. 9
Change User Password…………………… 10
Logging Out………………………………. 10
SECTION 4 Single Mode Document Upload………… 11
Add A Page to Existing DTID…………… 14
SECTION 5 Image Data Retrieval…………………….. 15
Advanced Retrieval………………………. 17
Printing Image Files……………………… 19
Downloading Image Files ……………….. 20
SECTION 6 Administration Functions………………… 21
Add User………………………………….. 22
Edit User………………………………….. 23
Delete User……………………………….. 25
Select a Record for Delete or Edit……….. 27
Delete Image Record…………………….. 28
Edit Image Indexing……………………….. 29
Replace an Image File…………………….30
Purging Records………………………….. 31
SECTION 7 Quick Start Reference Guide………………32
Scanning Documents……………………… 32
Single Mode Document Upload…………….32
Image Data Retrieval……………………… 33
Advanced Retrieval……………………….33
Printing an Image………………………...33
Add, Edit or Delete a User…………………34
Delete or Edit a Record…………………… 35
Replace an Image File…………………….36
Annual Records Purge…………………….. 36
SECTION 8 Frequently Asked Questions……………… 37

SECTION 1 DRMO PC SET UP

This section describes the PC (or LAN) set up procedures for the DRMO. Users should create folders and sub-folders to temporarily hold image files. This will organize image files for quick and easy access and facilitate routine file maintenance. Each person working with WEBDOCS must be familiar with the PC's folders/sub-folders organization and where scanned files are located. The directory structure below may be created on the LAN if multiple users will be uploading documents.

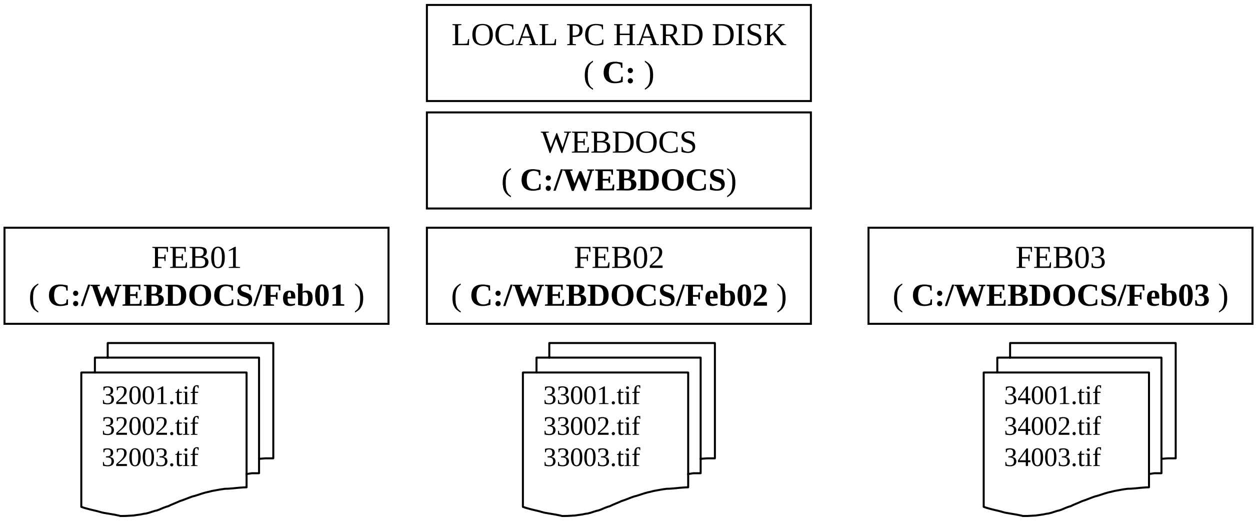
SECTION 1.1 General Information

Any PC at the DRMO with an Internet connection may be used for WEBDOCS. Uploading files also requires access to where the image files are stored. Any PC that will be used to access WEBDOCS must have the latest version of browser software loaded. For Internet Explorer, the version should be 5.0 or higher. Additionally, the Java Virtual Machine (VM) must be installed. The web address for the VM is: http://www.microsoft.com/java/vm/dl_vm40.htm
Once in this web site, scroll to the bottom of the page and select the appropriate download option (for Windows 95/98 or 2000). Depending on the browser's security level settings, the user may see pop-ups asking if the user trusts content from Microsoft, continue the download, and license agreement screens. The user should accept these options (respond by clicking "yes" or "okay" as prompted). After the download is successful, the computer must be rebooted.

If documents have bar coded labels, a bar code reader may be used to populate the indexing fields. This method is much faster and more accurate than hand-keying data into the fields.

SECTION 1.2 DRMO (or Local) PC Folder Structure:

Here is a graphic representation of the folder setup we recommend:



The local PC (or LAN) will have a folder named WEBDOCS. Under the WEBDOCS folder, will be a sub-folder for each day (FEB01, FEB02, etc). The scanned images are stored in sub-folders by the day they are scanned. Naming convention requirements are described on the next page in Section 1.2.

Section 1.2.1 How To Create The WEBDOCS Sub-Folder (local PC):

1. From the PC Desktop, double-click on the icon for "My Computer".
2. Select the C drive by double-clicking on the icon for "(C:)". The sub-folders for drive C will display on the screen.
3. On the top menu bar, click on "File". A drop down menu will display.
4. Move your mouse pointer to the menu choice, "New". Another drop down menu will display.
5. Click on "Folder". The new folder appears with a temporary name (New Folder).
6. Type "WEBDOCS" as the name for the new folder, and press ENTER.

Scanned images should be stored in separate sub-folders named by the specific day. The sub-folders correspond with the date for the day's workload. We suggest naming sub-folders by the calendar date. For example, all images scanned on Tuesday, Feb 1, are placed in a sub-folder titled, "Feb01". The documents scanned on Wednesday, Feb 2, are placed in a sub-folder titled, "Feb02". Sub-folders are created in the same manner as the WEBDOCS folder was created.

Section 1.2.2 How To Create the Sub-Folders (local PC):

1. From the PC Desktop, double-click on the icon for "My Computer".
2. Select the C Drive by double-clicking on the icon for "(C:)". The sub-folders for drive C will display on the screen.
3. Find the sub-folder called WEBDOCS and double-click on it.
4. At the top menu bar, click on "File". A drop down menu will display. Move your mouse pointer to the menu choice, "New". Another drop down menu will display. Click on "Folder". The new folder appears with a temporary name (New Folder).
5. Type the name for the new folder and press ENTER.

SECTION 1.3 File Naming Conventions

We recommend using Julian Date format when naming image files. Each image must have a unique name. ScanApp software has an auto-increment function that automatically names each file individually. This function requires a number at the end of the file name. As long as a number appears at the end of the file name, ScanApp will increment each file name by one. For example, the starting file name for documents scanned on Feb 1, 2000 is: 32001.tif. If there are three documents in the scanner and the starting file name is 32001.tif, then when ScanApp images the second one it will automatically name it 32002.tif, the third document will be named 32003.tif.

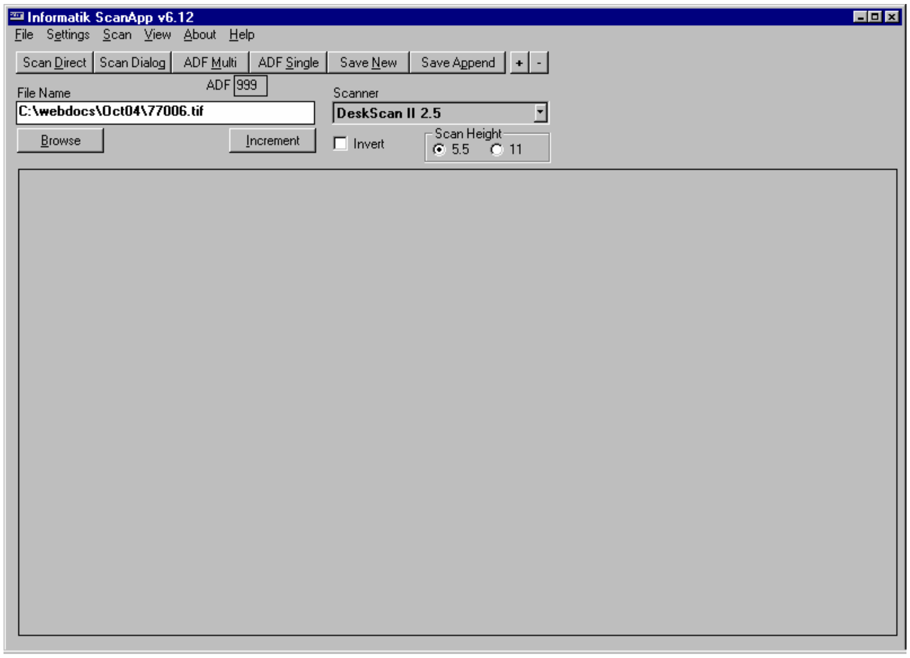
Section 1.4 DRMO PC File Maintenance:

Scanned images are **not** automatically deleted from the local PC or LAN after they are loaded to WEBDOCS. Routine files maintenance is required to prevent the computer's hard drive (or LAN) from filling up. The frequency at which scanned images need to be deleted depends on DRMO volume. Larger sites may need to delete image files on a daily basis. Smaller sites may need to delete their images on a weekly basis. We recommend Administrators establish specific procedures for their DRMO to clean out the old image files on a regular basis.

SECTION 2 SCANNING DOCUMENTS

ScanApp is the Commercial Software Program that runs the Cannon scanner. This software must be installed on the same PC as the scanner. This software supports many graphics formats. WEBDOCS uses the TIF format for scanning turn-in documentation. The software automatically defaults to ".tif", so it is not necessary to add this extension when entering the file name. ScanApp has an auto-incrementing file name function. This means that each document scanned can be saved in a separate file and the software will automatically increment the file names. All documentation for this software can also be found within its on-line help option. The following instructions assume this software is already loaded on the DRMO PC.

1. Double click the ScanApp icon on the computer's desktop and launch the application. The ScanApp screen looks like Figure 1, below.


Informatik ScanApp v6.12
File
Settings
Scan
View
About
Help
Scan Direct
Scan Dialog
ADF Multi
ADF Single
Save New
Save Append
+
-
Browse
Increment

ADF 999

File Name: C:\webdocs\Oct04\77006.tif

Scanner: DeskScan II 2.5

☐ Invert

Scan Height: ● 5.5 ○ 11

FIGURE 1

2. Place document(s) face up in the scanner's automatic document feed tray.

3. Verify that the TWAIN driver is selected for the Scanner. For Cannon, the driver is called CFM Twain32 (Cannon) 4.24.

4. In the File Name text box, enter the starting file name (or use the browse button to select the file). Make sure to follow the naming convention instructions on page 5 of this document (i.e., Julian date plus three = 9244001). Remember, it is not necessary to enter the file extension (i.e., ".tif"), the software will automatically scan and store the image in the correct format.

   For example:
   Click the browse button (located under the File Name box)
   ScanApp will display an "Open" Dialog box
   Click on the down arrow next to the "Look in:" box and select (C:)
   When folders display, scroll over and double-click on the WEBDOCS folder (Figure 2)
   When sub-folders display, click on desired folder (or create a new folder) (Figure 3)
   In the "File Name" box, type in the file name (Figure 4)
   Click on the **Open** button

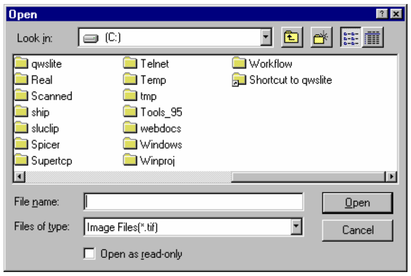

Look in: (C:)
Files of type: Image Files(*.tif)

FIGURE 2

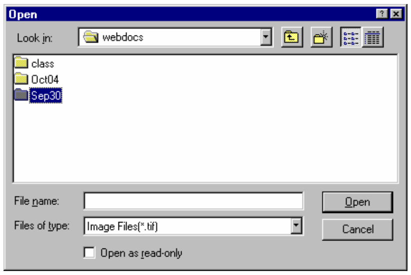

Look in: webdocs
Files of type: Image Files(*.tif)

FIGURE 3

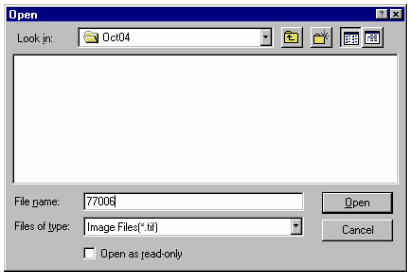

Look in: Oct04
File name: 77006
Files of type: Image Files(*.tif)

FIGURE 4

5. Select Automatic Document Feed Single Mode by clicking on the **ADF Single** button. ScanApp now begins to scan all documents in the tray. As each document is scanned, the image is briefly displayed on the screen and the file is saved. After the application saves the file, the file name will automatically increment to the next number. When all documents in the tray have been scanned, a dialog box will display telling you that there is no paper in the feeder (meaning the tray is empty). Either load more documents into the tray and click on the 'Retry' button, or click on 'Cancel' to stop. It is not necessary to click on 'Save New' or 'Save Append' when using the ADF option.

NOTE: Scanning Height. ScanApp defaults to 11 and 14 inch scanning heights. Since the DTIDs are half-sheets, this leaves a large black box at the bottom of each DTID scan. This wastes quite a bit of space and if printed, a lot of toner. Users may correct this situation by either temporarily or permanently changing the scanning height. To temporarily change the height each time documents are scanned:

-In ScanApp (before documents are scanned), select "Settings" tab off the top line menu. Then select "Bottom" from the drop down menu. A Scan Height box will display.

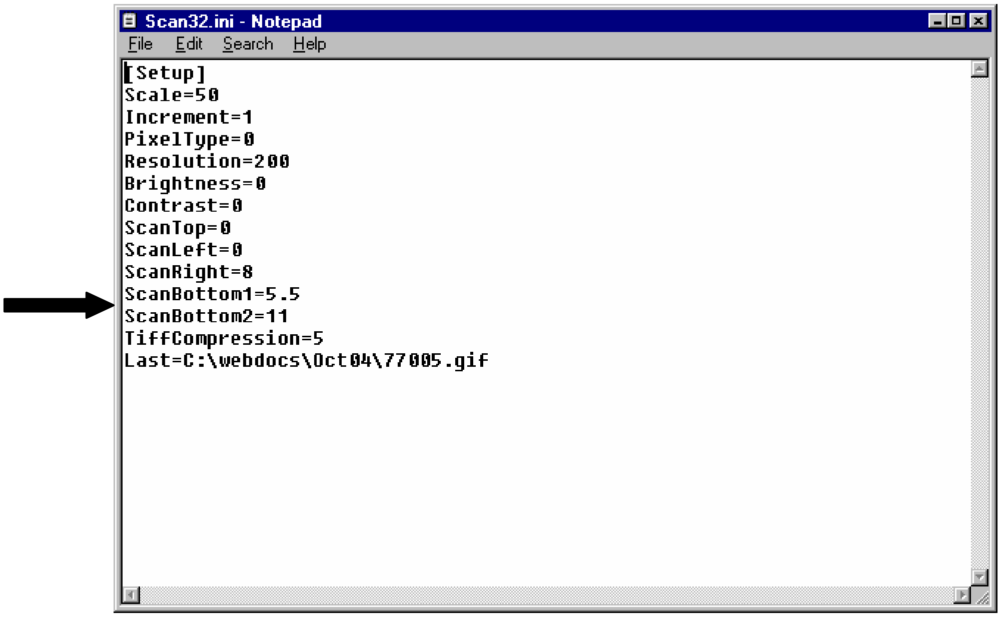
-Enter 5.5 in the dialog box and click the **OK** button. Notice that 5.5 now appears as an option in the Scan Height box. Make sure this option is selected before DTIDs are scanned. This is only a temporary setting and will revert back to standard once the application is exited. To change the setting permanently, follow the directions on the next page.

How to Permanently Change Scanning Height Buttons to 5.5 and 11

Notice in the ScanApp software there is an option to select the scanning height. It is automatically configured for 11 or 14 inches. This setting may be changed to include the option of 5.5. A 5.5 height scan will eliminate the large black area at the bottom of the image. We recommend that if users are only scanning the DTIDs, they select 5.5 as the scanning height. The "scan32.ini" file of ScanApp must be updated. It is located at C:\Program Files\Informatic Inc\ScanApp.

The best way to edit the file is to use Microsoft Notepad. Here are the specific directions:

a. Launch Notepad by selecting it from Start Menu, Programs, Accessories.
b. Select "File" from Notepad's top bar menu and then pick "Open"
c. The file is called "Scan32.ini". Browse for this file by looking in C:\Program Files\Informatic Inc\ScanApp folder. Change the File type to All Files (*.*) in order to view the "Scan32.ini" file.
d. When "Scan32.ini" is located, double click the file to open it.
e. The system displays a set up file. About 11 rows down, there are two options called Scanbottom1 and Scanbottom2. These options determine the scanning height for documents. See screen display below.
f. Change Scanbottom1 to **5.5** by clicking on that line and backspacing over the 11. Enter the text: **5.5**
g. Next, change Scanbottom2 to **11** by clicking on that line and backspacing over the 14. Enter the text: **11**
h. Select File, Save from the top bar menu. Exit Notepad.
i. When ScanApp is launched, it will now reflect scanning heights 5.5 and 11. Use 5.5 when scanning DTIDs. The 11 height may be used for standard, full-size scans (8 ½ x 11).



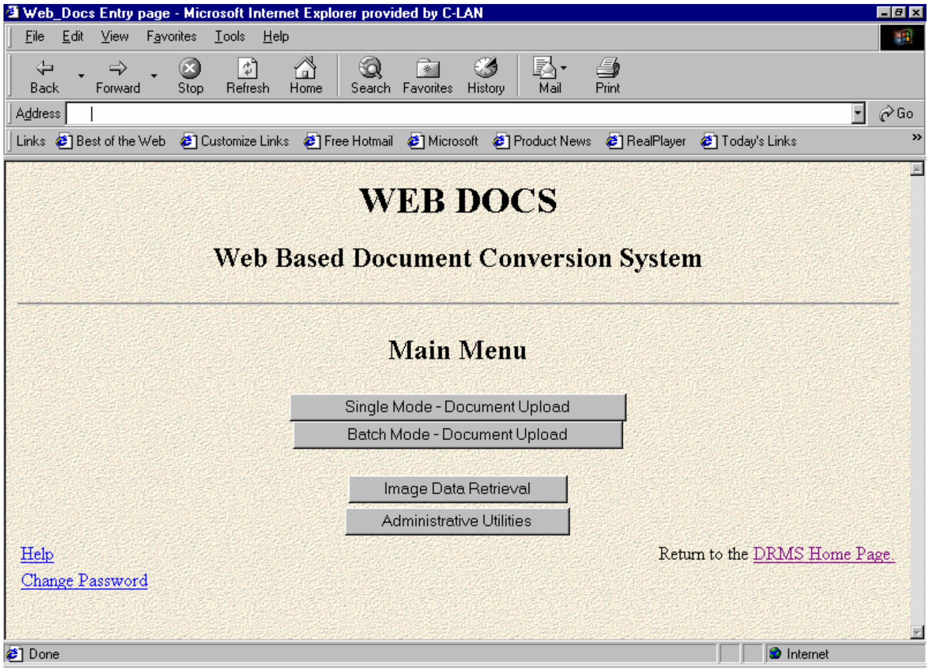
```
[Setup]
Scale=50
Increment=1
PixelType=0
Resolution=200
Brightness=0
Contrast=0
ScanTop=0
ScanLeft=0
ScanRight=8
ScanBottom1=5.5
ScanBottom2=11
TiffCompression=5
Last=C:\webdocs\Oct04\77005.gif
```

SECTION 3 USING WEBDOCS

WEBDOCS allows DRMO personnel to scan Disposal Turn-in Documents (DTID) and associated documentation, then save them to the web. DRMS has determined that only the Batch Lot Cover DTID of a Batch Lot will be scanned. The entire batch lot shall then be filed in accordance with standard manual filing procedures. The Batch Lot Cover DTIDs should be scanned and indexed in the same manner as single DTIDs.

Currently, the main menu for the WEBDOCS lists four selections (Figure 5, below). Since we do not use Batch Mode at this time, no instructions are provided for its use in this guide. Both Single Mode Document Upload and Administrative Utilities functions require User ID and password. The Image Data Retrieval function is available to all users and does not require a password.

-Single Mode – Document Upload: Use Single Mode to upload individual DTIDS (and their accompanying documents) and Batch Lot Cover DTIDs. Only authorized DRMO users are allowed to access the File Selection and Upload menus. Refer to page 42 for instructions on obtaining a User Id and Password.
-Batch Mode- Document Upload: Not Used At This Time.
-Image Data Retrieval: Use this option to retrieve and view previously uploaded and indexed images. User ID and password is not required.
-Administrative Utilities: Use these functions to add, change or delete users, delete individual records, purge records, and edit/correct indexing fields. Only authorized users are allowed to access the Administrative Functions menu.


Web_Docs Entry page - Microsoft Internet Explorer provided by C-LAN
File
Edit
View
Favorites
Tools
Help
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Address
Go
Links
Best of the Web
Customize Links
Free Hotmail
Microsoft
Product News
RealPlayer
Today's Links
Single Mode - Document Upload
Batch Mode - Document Upload
Image Data Retrieval
Administrative Utilities
Help
Change Password
Done
Internet

WEB DOCS

Web Based Document Conversion System

Main Menu

Return to the DRMS Home Page.

FIGURE 5

Section 3.1 Selecting an Option from WEBDOCS Main Menu

1. From the Computer Desktop, launch the Internet browser (usually Internet Explorer).
2. To access the test system, enter the following URL in the browser's address box:
   http://drmsa05.drms.dla.mil/web_docs_demo/web_docs_index.html
   To access the production system, enter the following URL in the browser's address box:
   http://www.drms.dla.mil/web_docs/web_docs_index.html

NOTE: These URLs are for DRMS use only. Generators will be provided a link on our WWW home page (and separate instruction guide) for retrieving information from WEBDOCS.

3. At the WEBDOCS Main Menu, click on selected option.
4. If option requires a login, enter user code and password. Note: **Document Upload** and **Administrative Utilities** options require the user to enter a login ID and password to access the functions.

Section 3.2 Changing Your Password

1. From the WEBDOCS Main Menu (see figure 5, Page 9), click the "Change Password" link displayed to the left of the screen under the "Help" link.
2. Enter user ID and password in the dialog box. Click **OK** button.
3. The Netscape Server Account Management screen will display. Click on the **Password** link under the General tab (on the left side of screen).
4. The system will display a screen allowing the user to enter their current password as well as the new password. The new password must be entered twice for verification purposes. Enter current password and new password information. When finished, click **Change Password** button.
5. The system will display a message notifying the user that the password was successfully changed.
6. Use the browser's back button to return to the WEBDOCS home page.

Section 3.3 Logging Out of WEBDOCS

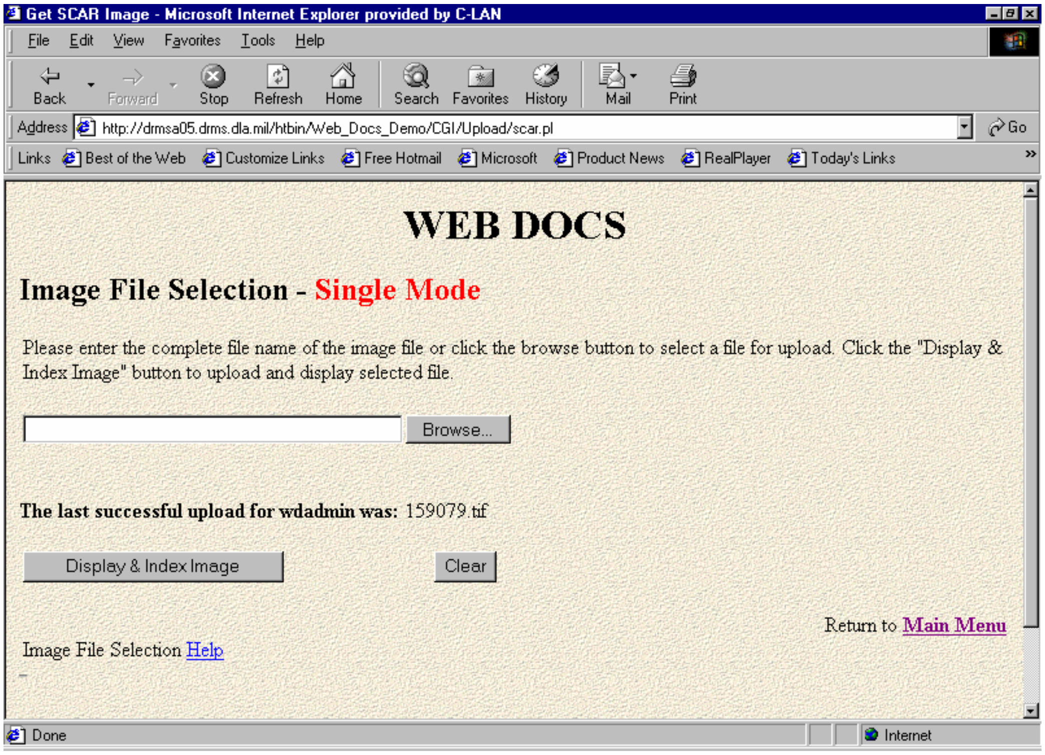
Log out of the system by either closing the web browser (select "File" from browser's top line menu, then select "Close" or click on the box with the "X" in the top right corner of the screen). Users may also click on the "Return to Main Menu" link displayed in the lower right corner of the WEBDOCS menu. From WEBDOCS Main Menu, use the browser's back button to return to the DRMS WWW Home page.

SECTION 4 SINGLE MODE- DOCUMENT UPLOAD

Use Single Mode to upload and index individual DTIDs and associated documentation. Single Mode is also used to upload and index the Batch Lot Cover DTID. When Single Mode is selected, the application will display the Image File Selection – Single Mode screen (Figure 6, below). The instructions below assume the user has first scanned the DTIDs and saved them on their local PC or LAN (see Section 2, page 6). The first step in uploading a document to WEBDOCS is selecting an image file from the local PC's sub-folders.

SECTION 4.1 Image File Selection-Single Mode

1. Enter the complete file name (including path) of the file to upload from the local PC or use the browse button to select the file. Example: C:\WEBDOCS\Feb01\32001.tif
2. Click on the **Display & Index Image** button or press the **Enter** key on the computer keyboard. The **Clear** button may be used to delete the information in the file selection box.


Get SCAR Image - Microsoft Internet Explorer provided by C-LAN
File
Edit
View
Favorites
Tools
Help
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Address
Go
Links
Best of the Web
Customize Links
Free Hotmail
Microsoft
Product News
RealPlayer
Today's Links
Browse...
Display & Index Image
Clear
Done
Internet

http://drmsa05.drms.dla.mil/htbin/Web_Docs_Demo/CGI/Upload/scar.pl

WEB DOCS

Image File Selection - Single Mode

Please enter the complete file name of the image file or click the browse button to select a file for upload. Click the "Display & Index Image" button to upload and display selected file.

The last successful upload for wdadmin was: 159079.tif

Return to Main Menu

Image File Selection Help

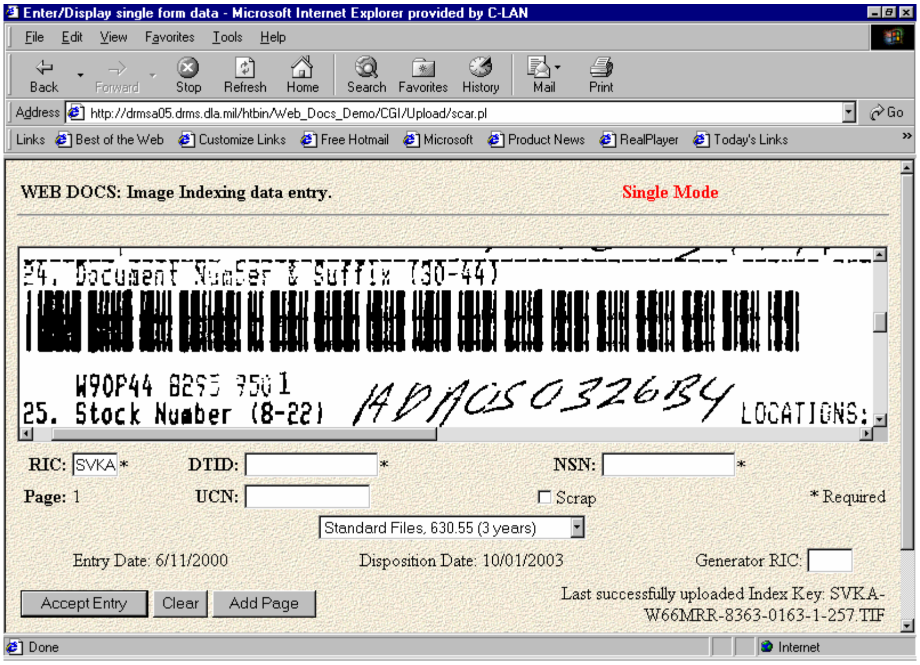
FIGURE 6

Note: This screen also displays the User ID and file name (local file from DRMO PC) of the last successful file upload. The status of "Single Mode" is also displayed.

SECTION 4.2 Image Indexing Screen

Please note that the first time the system displays and index it may take a minute or two for the Java Applet to load. This will only occur the very first time in each session, after that the user's browser will cache the applet and images will load faster. The image display and indexing screen shows the image at the top and the indexing fields below it. There are scroll bars around the image displayed. Users should view the document to ensure they are loading the correct DTID. (Figure 7, below). It is important to note that when loading documents to WEBDOCS application that the first page is always the DTID. Supplemental documentation is always loaded after the DTID (page 2, 3, 4, etc).

1. Using the scroll bars, verify the image displayed in the top frame is the document to upload.
2. Review the indexing field descriptions on the following page. Click in the DTID field. Using either keyboard or bar code wand, index the key fields of the document. A description of the indexing fields is listed on the next page.
3. Once all fields have been entered and verified, click the **Accept Entry** button.


Enter/Display single form data - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Go
Links
Best of the Web
Customize Links
Free Hotmail
Microsoft
Product News
RealPlayer
Today's Links
24. Document Number & Suffix (30-44)
W90P44 8293 9501
25. Stock Number (8-22)
14DACS0326BY
LOCATIONS:
Accept Entry
Clear
Add Page
Done
Internet

Address http://drmsa05.drms.dla.mil/htbin/Web_Docs_Demo/CGI/Upload/scar.pl

WEB DOCS: Image Indexing data entry. **Single Mode**

RIC: SVKA * **DTID:** * **NSN:** *

Page: 1 **UCN:** ☐ Scrap * Required

Standard Files, 630.55 (3 years)

Entry Date: 6/11/2000 Disposition Date: 10/01/2003 Generator RIC:

Last successfully uploaded Index Key: SVKA-W66MRR-8363-0163-1-257.TIF

FIGURE 7

4. After the image and indexing data are saved, the system will return to the previous menu, Image File Selection (Figure 6, Page 11) for selection of the next image.
5. This sequence of selecting a file and indexing the key fields is continued until all desired documents are uploaded to WEBDOCS.

SECTION 4.3 Key Index Field Descriptions

Listed below are the key index field descriptions. Please refer to Figure 7, on the previous page (11), for a graphic display of the indexing.

DRMO RIC: This field is mandatory. It is automatically filled based on the user’s login ID. The RIC field may be changed to reflect a different RIC. Once this field is modified, it will continue to display the changed RIC until the user changes it back to their RIC or exits the Document Upload function.

DTID: This field is mandatory. The first 6 characters are the DoDAAC, next 4 positions are Julian Date, and final positions are the serial number.

NSN: This field is mandatory unless the DTID is for Scrap (see description of next field). The first 4 positions define FSC and remaining positions are NIIN or LSN.

Scrap Radio Button: If DTID is Scrap, then user may check this radio button. When checked, NSN field becomes optional. The **only** purpose of this button is to allow the user to leave the NSN field blank.

UCN: This is an optional field. Users may enter UCN number for document if applicable.

Records Retention Box: Use this drop down selection to identify the record type and disposition of the document. Note that the list contains a brief description, the official file number, and records retention timeframe. The drop down selection has five options:

Standard Files, 630.55 (3 YR)	*use for standard DTIDs/documentation*
DEMIL non-SASP, 610.25 (4 YR)	*use for all non-Small Arms Serialization DEMIL*
SASP, Gen DEMIL, 620.90 (5 YR)	*use for Small Arms property DEMIL by generator*
SASP, DRMO DEMIL, 110.34 (N/P)	*use for Small Arms property DEMIL by DRMO*
APOP Sale, 630.60 (5 YR)	*use for abandoned privately owned property*

The user selects the appropriate file type of the document by highlighting the option. The selection now appears in the Records Retention Box. Note that the disposition date appearing below the box will not change in the indexing display. When the document is retrieved, the user will see the correct disposition date.

Entry Date: This is a mandatory, system generated field containing the date the document was uploaded.

Disposition Date: This is a mandatory, system generated field containing the date the document is scheduled for deletion. The date is calculated on the entry date and selection of the drop down records retention menu property (see description of buttons, above).

The Generator RIC: This is an optional field used to define the RIC for the generating activity.

SECTION 4.4 Adding a Page

The "Add Page" function may be used any time the user wishes to add a supplemental page to the DTID. The first page should always be the DD 1348-1A, Disposal Turn-In Document or DTID. Subsequent pages may be added behind the DTID. These directions assume the user has already scanned the supplemental documentation in accordance with Section 2, page 6.

1. Follow the directions in Section 4.1, page 11, to first select the file. After file selection, the document will display on the Image Indexing Screen (Figure 7, page 12).
2. The DTID is the only indexing field required for adding pages. Enter the DTID that is associated with documentation in the DTID indexing field.
3. Click the **Add Page** button.
4. The system will search the database to locate the matching Page 1, DTID, and add the document as a Page 2 (or 3, 4, etc).
5. After the image is added to the DTID, the system will return to the previous menu (Image File Selection) for selection of the next image. In cases where multiple DTID matches are found, WEBDOCS will display a list of matches and prompt the user to select the correct Page 1 DTID.

NOTE: If the Accept Entry button is selected instead of the Add Page, the system will generate an error message notifying the user that minimum field entries were not met. However, if the user filled the DTID and NSN fields, the system will accept the record, causing a duplicate DTID in the database. While this will not harm the system, it will be confusing when future retrieval actions are attempted.

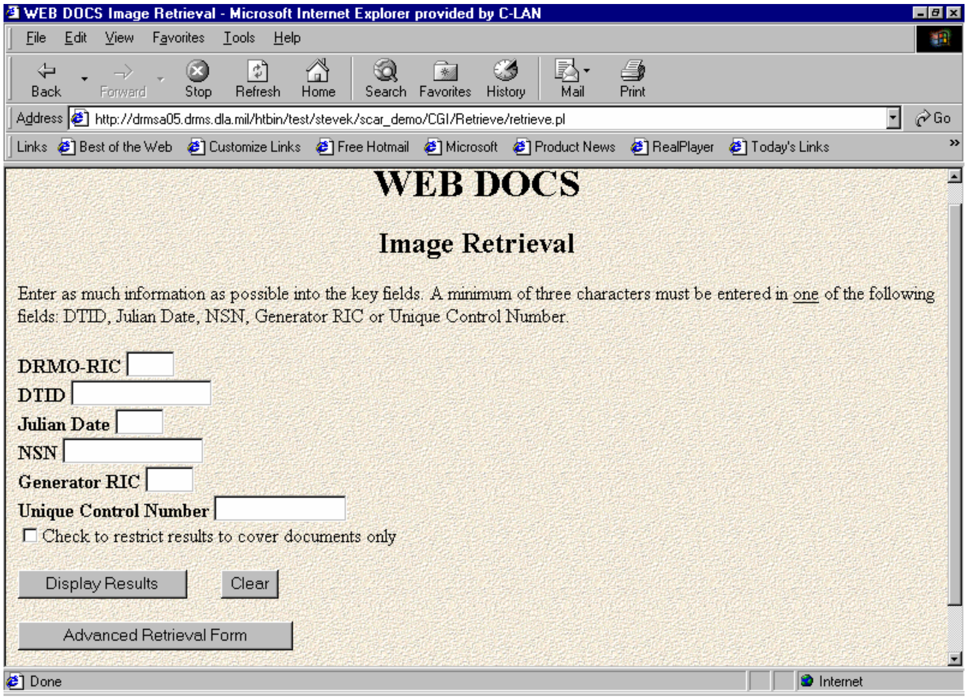
SECTION 5 IMAGE DATA RETRIEVAL

The image retrieval function is designed to provide the user with a variety of methods to retrieve document images from WEBDOCS. We recommend the user enter as much information as possible when retrieving documents. A minimum entry of three characters is required in any field.

Users may retrieve documentation by entering information in at least ***one*** of the following key fields: DTID, Julian Date, NSN, Generator RIC or UCN. Entering information in multiple key fields will narrow the search results. The most effective method of retrieving a document is to use a combination of DRMO RIC and DTID.

Section 5.1 Retrieving Images

1. From the WEBDOCS Main Menu (Figure 5, Page 9) click on the **Image Data Retrieval** button. The Image Retrieval menu will display (Figure 8, below).
2. Enter information for document retrieval in appropriate key field boxes.
3. Click on the **Display Results** button. The **Reset** button may be used to delete information from the fields.
4. If the search is for Batch Cover Documents only, mark the box to restrict results.


WEB DOCS Image Retrieval - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address http://drmsa05.drms.dla.mil/htbin/test/stevek/scar_demo/CGI/Retrieve/retrieve.pl
Go
Links Best of the Web Customize Links Free Hotmail Microsoft Product News RealPlayer Today's Links
Display Results
Clear
Advanced Retrieval Form
Done
Internet

WEB DOCS

Image Retrieval

Enter as much information as possible into the key fields. A minimum of three characters must be entered in one of the following fields: DTID, Julian Date, NSN, Generator RIC or Unique Control Number.

DRMO-RIC
DTID
Julian Date
NSN
Generator RIC
Unique Control Number
☐ Check to restrict results to cover documents only

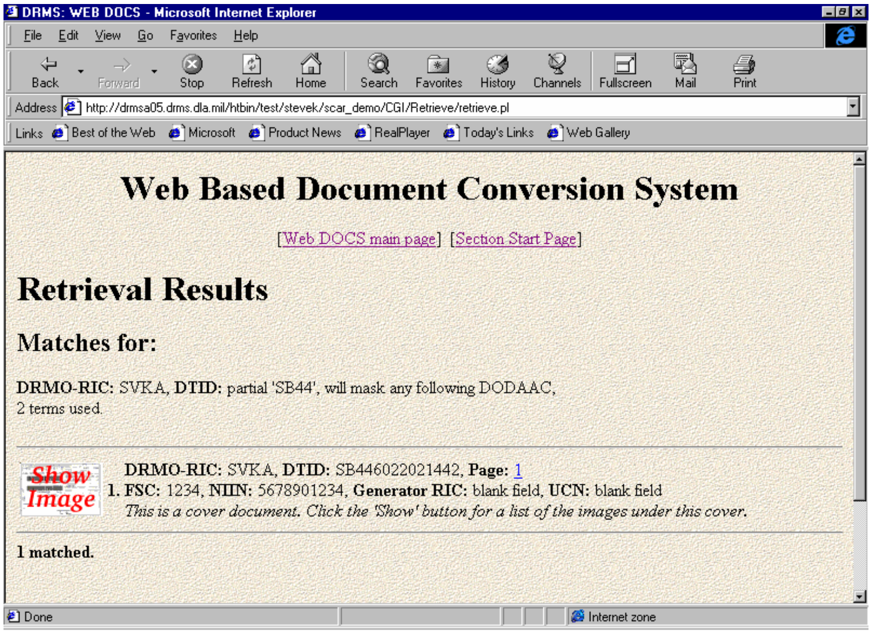
FIGURE 8

Notes:

1. Documents cannot be retrieved using the DRMO RIC key by itself.
2. A minimum of three characters in any field is required - except for DRMO RIC and Julian Date. Both those fields require four positions.
3. If a more comprehensive search is desired, use the Advanced Retrieval Search Form (see page 17 for directions).

Section 5.1.2 Viewing Retrieval Results

Based on the key information entered in the Image Data Retrieval search fields (Figure 8, page 15), the application will return a list of documents matching the selected criteria (Figure 9, below). To view an image, click on either **Show Image** button or on the blue number after “Page:” in the description list. The image and indexing data will display (Figure 10, below)


DRMS: WEB DOCS - Microsoft Internet Explorer
File Edit View Go Favorites Help
Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print
Address
Links Best of the Web Microsoft Product News RealPlayer Today's Links Web Gallery
Show Image
Done
Internet zone

http://drmsa05.drms.dla.mil/htbin/test/stevek/scar_demo/CGI/Retrieve/retrieve.pl

Web Based Document Conversion System

[Web DOCS main page] [Section Start Page]

Retrieval Results

Matches for:

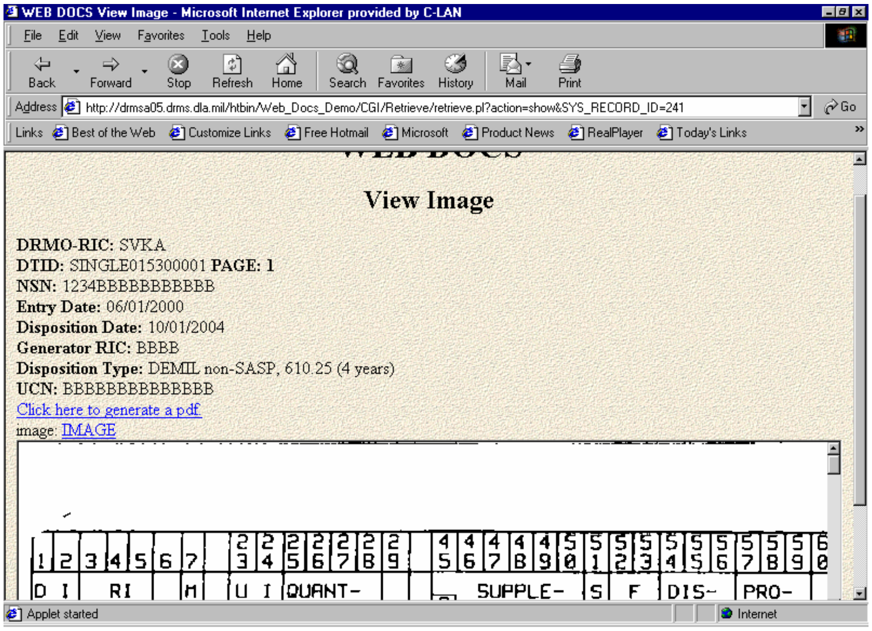
DRMO-RIC: SVKA, **DTID:** partial 'SB44', will mask any following DODAAC,
2 terms used.

1. **DRMO-RIC:** SVKA, **DTID:** SB446022021442, **Page:** 1
FSC: 1234, **NIIN:** 5678901234, **Generator RIC:** blank field, **UCN:** blank field
This is a cover document. Click the 'Show' button for a list of the images under this cover.

1 matched.

FIGURE 9

The Retrieval Results screen displays the first 10 matches of the search criteria. If there are multiple pages to an image (remember, the first page is always the DTID), the additional pages are displayed as underlined numeric links. Clicking on the blue number will display the page.


WEB DOCS View Image - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address
Go
Links Best of the Web Customize Links Free Hotmail Microsoft Product News RealPlayer Today's Links
D I
RI
M
U I
QUANT-
SUPPLE-
S
F
DIS-
PRO-
Applet started
Internet

http://drmsa05.drms.dla.mil/htbin/Web_Docs_Demo/CGI/Retrieve/retrieve.pl?action=show&SYS_RECORD_ID=241

View Image

DRMO-RIC: SVKA
DTID: SINGLE015300001 **PAGE: 1**
NSN: 1234BBBBBBBBBBB
Entry Date: 06/01/2000
Disposition Date: 10/01/2004
Generator RIC: BBBB
Disposition Type: DEMIL non-SASP, 610.25 (4 years)
UCN: BBBBBBBBBBBBBB
Click here to generate a pdf
image: IMAGE

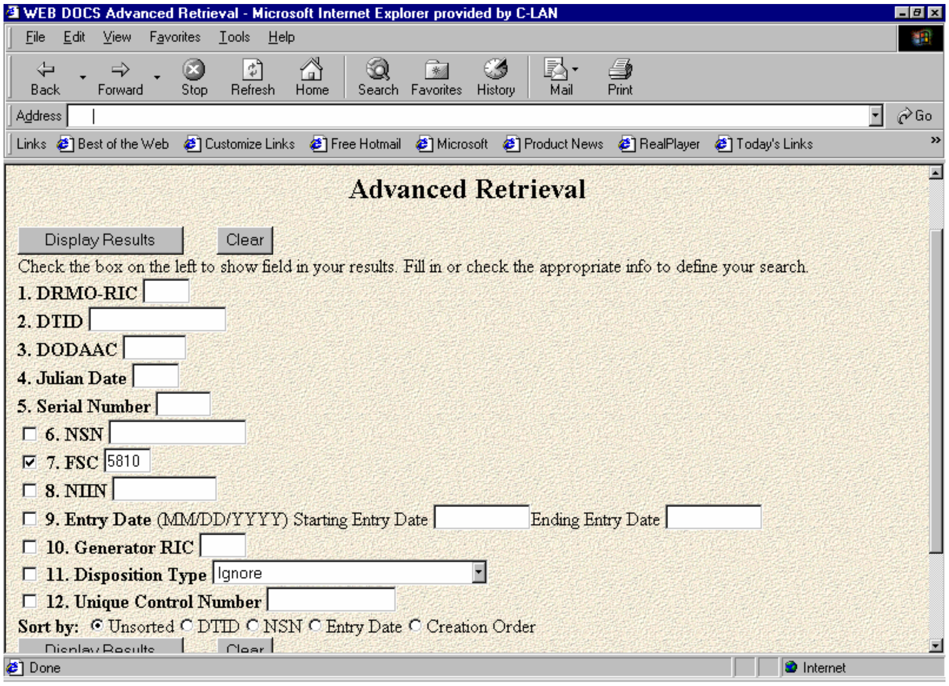
FIGURE 10

SECTION 5.2 Advanced Retrieval

Users experiencing difficulty locating an image using the standard retrieval search, may find the Advanced Retrieval form helpful. Use this search when only minimal information about a document is available (partial/incomplete DTID, NSN, or UCN). This search is also useful for identifying documents that were entered into WEBDOCS during a specific date range.

When using Advanced Retrieval, enter as much information about the document as possible.

1. From the Image Retrieval Search screen (Figure 8, Page 15), click on the **Advanced Retrieval Form** button. The Advanced Retrieval form will display (Figure 11, below)
2. Enter search criteria in appropriate key fields.
3. Check the box to the left of the field to show those results in the match list header. If no boxes are checked, the system will return DRMO RIC, DTID, and Page header information only. In the example below, Figure 11, note that the box for FSC is checked. When the results of this search are returned, FSC will display this field in the header list (Figure 12, Page 18).
4. Users may sort their return results by DTID, NSN or Entry Date. To sort the selection list, click the appropriate radio button listed at the bottom of the Advanced Retrieval screen.
5. When finished entering search criteria, click on the **Display Results** button (or press the Enter key) to begin the search and display the match list. The **Clear** button may be used to erase all data entered in key fields.


WEB DOCS Advanced Retrieval - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address
Go
Links Best of the Web Customize Links Free Hotmail Microsoft Product News RealPlayer Today's Links
Display Results
Clear
Done
Internet

Advanced Retrieval

Check the box on the left to show field in your results. Fill in or check the appropriate info to define your search.

1. DRMO-RIC
2. DTID
3. DODAAC
4. Julian Date
5. Serial Number

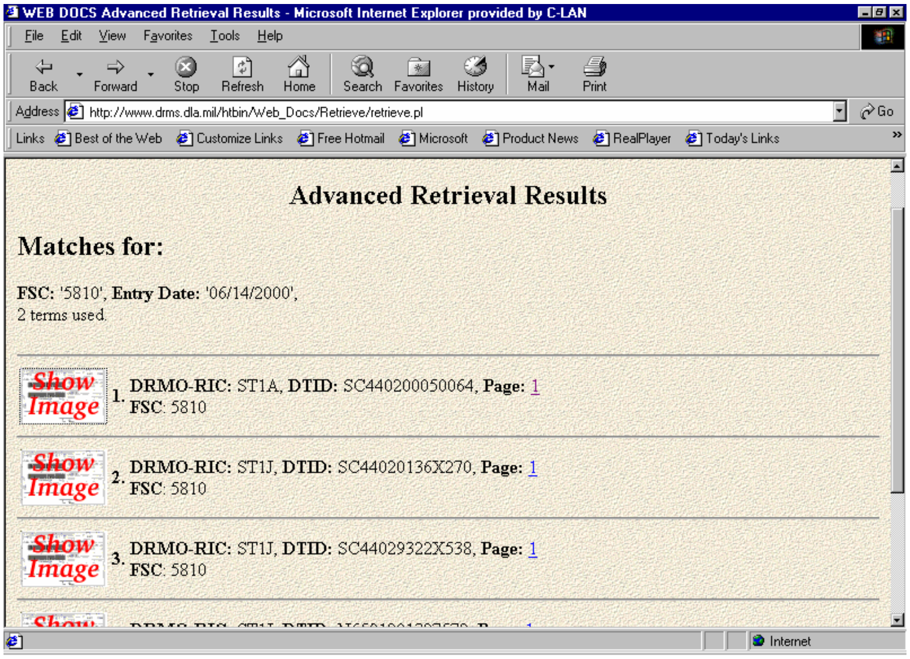
☐ 6. NSN
☑ 7. FSC 5810
☐ 8. NIIN
☐ 9. Entry Date (MM/DD/YYYY) Starting Entry Date Ending Entry Date
☐ 10. Generator RIC
☐ 11. Disposition Type Ignore
☐ 12. Unique Control Number

Sort by: ● Unsorted ○ DTID ○ NSN ○ Entry Date ○ Creation Order

FIGURE 11

Figure 12, below, is an example of the return results based on the search criteria entered on the previous page (Figure 11, Page 17). Note the header list return data contains DRMO RIC, DTID, Page and FSC.

To view the image, click on icon "Show Image" or linked page number (1, 2, 3, etc.).


WEB DOCS Advanced Retrieval Results - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address http://www.drms.dla.mil/htbin/Web_Docs/Retrieve/retrieve.pl
Go
Links Best of the Web Customize Links Free Hotmail Microsoft Product News RealPlayer Today's Links
Internet

Advanced Retrieval Results

Matches for:

FSC: '5810', **Entry Date:** '06/14/2000',
2 terms used.

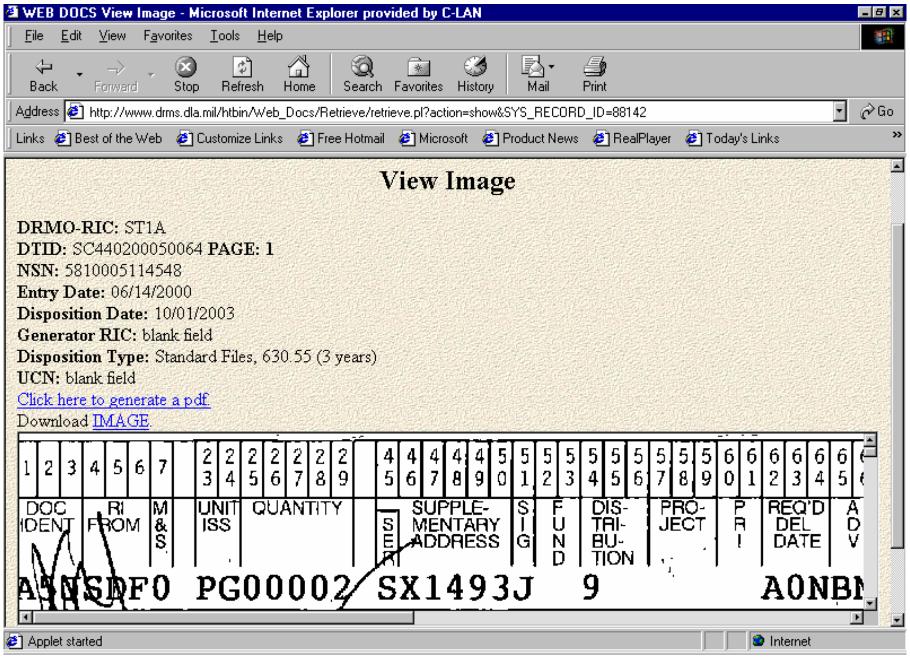
Show Image 1. **DRMO-RIC:** ST1A, **DTID:** SC440200050064, **Page:** 1
FSC: 5810

Show Image 2. **DRMO-RIC:** ST1J, **DTID:** SC44020136X270, **Page:** 1
FSC: 5810

Show Image 3. **DRMO-RIC:** ST1J, **DTID:** SC44029322X538, **Page:** 1
FSC: 5810

FIGURE 12

The document will display on the screen. Indexing fields are shown at the top. The viewable image at the bottom.


WEB DOCS View Image - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address http://www.drms.dla.mil/htbin/Web_Docs/Retrieve/retrieve.pl?action=show&SYS_RECORD_ID=88142
Go
Links Best of the Web Customize Links Free Hotmail Microsoft Product News RealPlayer Today's Links
DOC IDENT
RI FROM
M & S
UNIT ISS
QUANTITY
SER
SUPPLEMENTARY ADDRESS
SIG
FUND
DISTRIBUTION
PROJECT
PRI
REQ'D DEL DATE
ADV
PG00002
SX1493J
9
A0NBI
Applet started
Internet

View Image

DRMO-RIC: ST1A
DTID: SC440200050064 **PAGE: 1**
NSN: 5810005114548
Entry Date: 06/14/2000
Disposition Date: 10/01/2003
Generator RIC: blank field
Disposition Type: Standard Files, 630.55 (3 years)
UCN: blank field
Click here to generate a pdf
Download IMAGE.

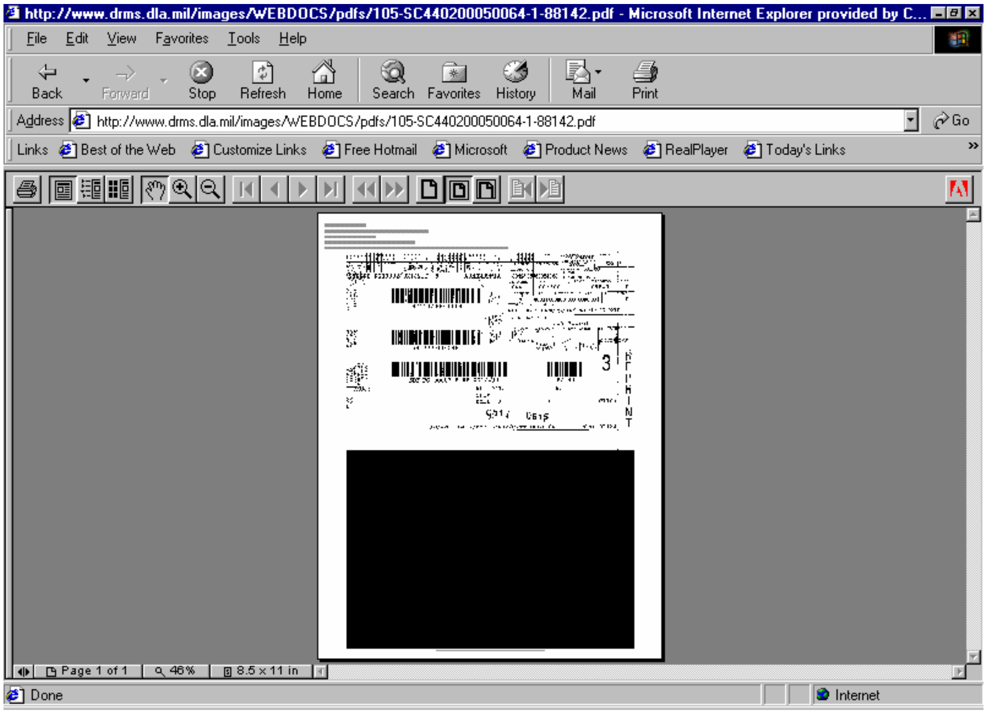
FIGURE 13

Section 5.3 Printing Image Files

Users may create a PDF file to print image files. Adobe Acrobat Reader is required. Acrobat Reader is available for free download from the Adobe web site (www.adobe.com). The print function is only active from the Retrieval option.

Section 5.3.1 How to Print Images

1. Using one of the document retrieval screens (page 15 or 17), select the image. The document should be displayed on the screen (see Figure 13, page 18). Click on the link, “Click here to generate a pdf”.
2. When the PDF file is processed, a second link will appear on the screen, underlined in blue.
3. Click on the new link. Adobe Acrobat Reader will launch (if you have it installed) and the image will display on the screen (see Figure 14, below)
4. To print, click the icon that looks like a printer (it is the first icon on the Adobe toolbar).
5. Complete directions for Adobe Acrobat functions can be found within the software’s help files. http://www.adobe.com
6. Use your browser’s back button to return to WEBDOCS.



http://www.drms.dla.mil/images/WEBDOCS/pdfs/105-SC440200050064-1-88142.pdf - Microsoft Internet Explorer provided by C...

Address: http://www.drms.dla.mil/images/WEBDOCS/pdfs/105-SC440200050064-1-88142.pdf

Page 1 of 1 | 46% | 8.5 x 11 in

Done

File
Edit
View
Favorites
Tools
Help
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Go
Links
Best of the Web
Customize Links
Free Hotmail
Microsoft
Product News
RealPlayer
Today's Links
Internet

FIGURE 14

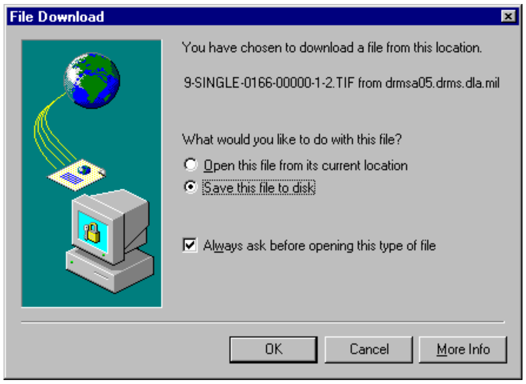
NOTE: In ScanApp (Section 2) if the scan height setting is 11, the DTIDs (which only half pages) will appear AND print with a large black space at the bottom of the page. To prevent this from happening, change the Scan Height setting to 5.5. This can be done during each setting or the user may change the .ini file permanently. Please refer to Section 2 (page 8) for directions.

Section 5.4 Downloading Image Files

The user may download an image file from WEBDOCS. This function is only active from the Retrieval option.

Section 5.4.1 How to Download an Image

1. Using one of the document retrieval screens (page 15 or 17), select the image. The document should be displayed on the screen (see Figure 13, page 18).
2. Click the underlined link for download IMAGE. The IMAGE link appears directly above the viewable image, below the indexing fields.
3. A Microsoft file download pop-up screen will display. See example below. The display defaults to "Save this file to disk".


File Download
OK
Cancel
More Info

You have chosen to download a file from this location.

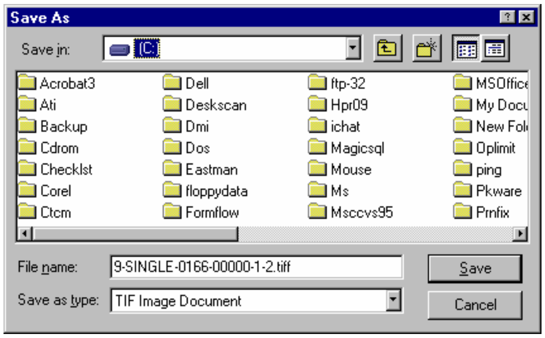
9-SINGLE-0166-00000-1-2.TIF from drmsa05.drms.dla.mil

What would you like to do with this file?

○ Open this file from its current location
● Save this file to disk

☑ Always ask before opening this type of file

4. Click "OK" the system will then prompt the user to select the directory on the local PC where the file is to be stored. See example below.


Save As
Acrobat3
Ati
Backup
Cdrom
Checklst
Corel
Ctcm
Dell
Deskscan
Dmi
Dos
Eastman
floppydata
Formflow
ftp-32
Hpr09
ichat
Magicsql
Mouse
Ms
Msccvs95
MSOffice
My Docu
New Fol
Oplimit
ping
Pkware
Prnfix
Save
Cancel

Save in: C:

File name: 9-SINGLE-0166-00000-1-2.tiff

Save as type: TIF Image Document

5. Note the name of the file that was assigned to the image. Select the directory and click "Save". The image will download into the directory specified.

SECTION 6 ADMINISTRATIVE FUNCTION

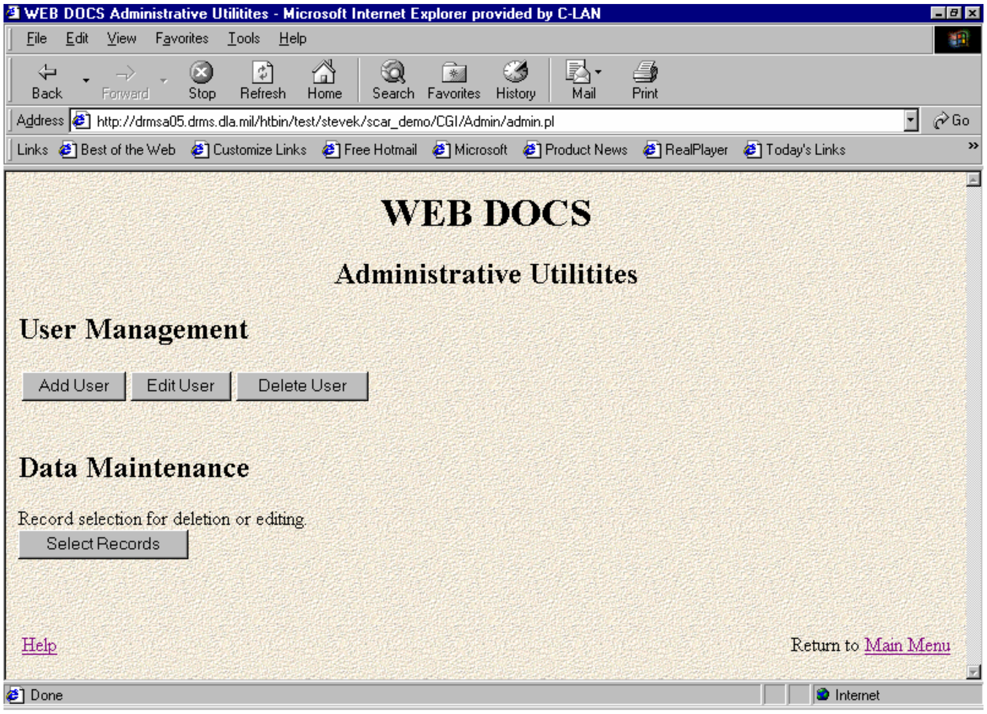
Administrative utility functions are limited to authorized DRMO users. These functions include:

User Management: Users may be added, changed or deleted using the appropriate selection. Any DRMO employee may retrieve records stored in WEBDOCS. However, uploading files to the system is restricted to designated DRMO personnel. This function adds, changes or deletes the user on one WEBDOCS local table. Currently, user management actions require HQ DRMS Web Administrators to make additional modifications to other data access tables. This means that if the DRMO Administrator adds, changes or deletes a user in the WEBDOCS table, they also need to notify DRMS-C, Peggy Chambers, outlining the change required. This is best accomplished by the DRMO Administrator sending an e-mail (containing user name, user id, action requested (add user, add administrator, change or delete), DRMO TASO and phone number) to the DRMO Chief for approval and then the Chief may forward the e-mail to Peggy Chambers (pchambers@drms.dla.mil). Please DO NOT USE the AURA System to process these changes.

Data Maintenance: These functions include deleting erroneous records, editing incorrect indexing data, and purging the system of old records (in accordance with approved records retention requirements).

Section 6.1 Accessing Administrative Utilities:

1. At WEBDOCS Main Menu, click on the **Administration Utilities** button.
2. The Administrative Utilities menu will display (Figure 15, below).


WEB DOCS Administrative Utilitites - Microsoft Internet Explorer provided by C-LAN
File
Edit
View
Favorites
Tools
Help
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Address
Go
Links
Best of the Web
Customize Links
Free Hotmail
Microsoft
Product News
RealPlayer
Today's Links
WEB DOCS
Administrative Utilitites
User Management
Add User
Edit User
Delete User
Data Maintenance
Select Records
Help
Return to Main Menu
Done
Internet

Address: http://drmsa05.drms.dla.mil/htbin/test/stevek/scar_demo/CGI/Admin/admin.pl

Record selection for deletion or editing.

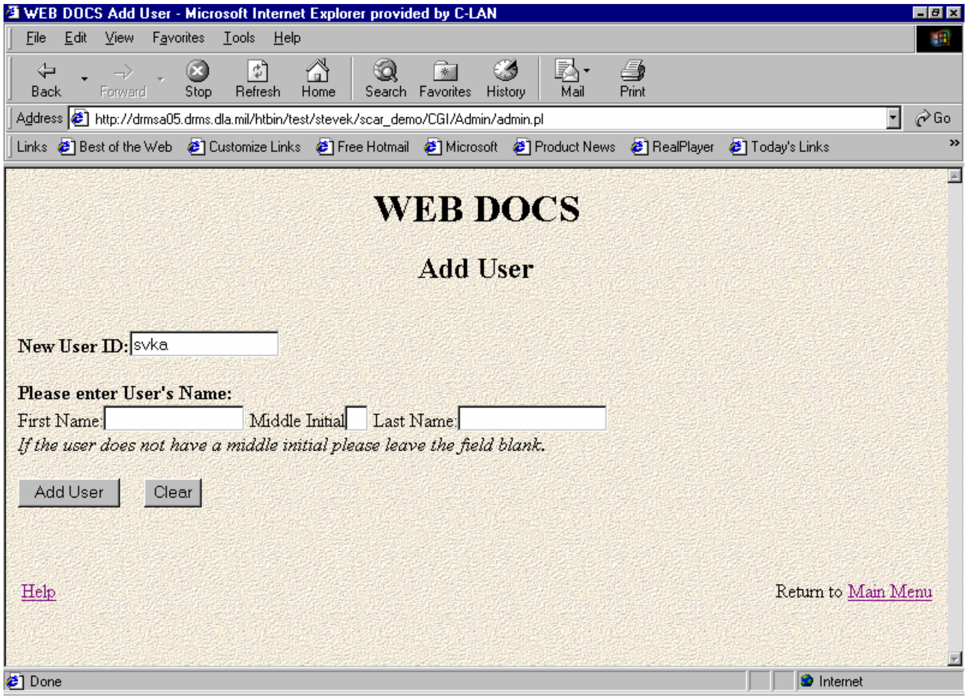
FIGURE 15

SECTION 6.2 User Management

Section 6.2.1 How to Add a User

The add user administrative utility function allows DRMO Administrators to add users to the local WEBDOCS table. Administrators may only add users to their own RIC.

1. From "Administrative Utilities" menu (Figure 15, page 21), click on **Add User** button.
2. The Add User screen will display (Figure 16, below).
3. Note the RIC in the "New User ID" is prefilled with the DRMO RIC. Administrators may only add users with the same RIC. Enter the new user id (not case sensitive).
4. Enter the User ID of the person to be added to the database in the New User ID field.
5. Enter the first, middle initial, and last name of the new user into appropriate fields.
6. Click **Add User** button (or press Enter key).
7. The user is now added to the local table. The system will display a successful completion message. Remember that users must be added at the HQ level as well as the local user table. Refer to previous page for directions.


WEB DOCS Add User - Microsoft Internet Explorer provided by C-LAN
File
Edit
View
Favorites
Tools
Help
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Address
Go
Links
Best of the Web
Customize Links
Free Hotmail
Microsoft
Product News
RealPlayer
Today's Links
Add User
Clear
Help
Return to Main Menu
Done
Internet

http://drmsa05.drms.dla.mil/htbin/test/stevek/scar_demo/CGI/Admin/admin.pl

WEB DOCS

Add User

New User ID: svka

Please enter User's Name:

First Name: Middle Initial: Last Name:

If the user does not have a middle initial please leave the field blank.

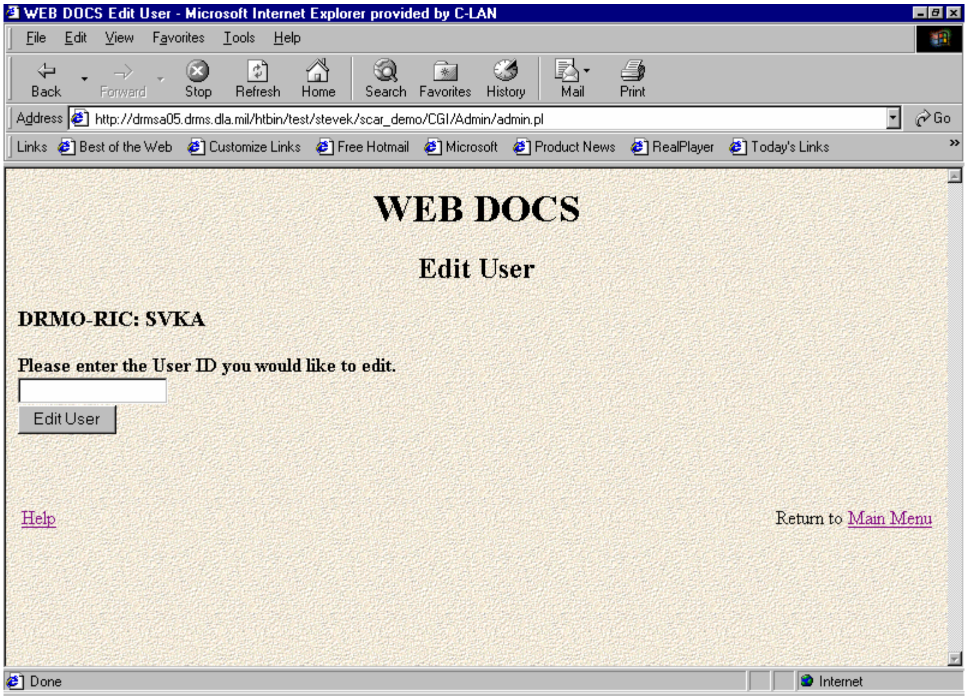
FIGURE 16

Section 6.2.2 How to Edit a User

The edit user administrative utility function allows DRMO Administrators to edit users in the local WEBDOCS table. Administrators may only edit users for their own RIC.

Edit A User:

1. From "Administrative Utilities" menu (Figure 15, page 21), click on **Edit User** button.
2. The Edit User screen will display (Figure 17, below).
3. Enter the User ID to edit. Note, administrators may only edit users with the same RIC
4. Click **Edit User** button (or press Enter key).


WEB DOCS Edit User - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address http://drmsa05.drms.dla.mil/htbin/test/stevek/scar_demo/CGI/Admin/admin.pl
Go
Links Best of the Web Customize Links Free Hotmail Microsoft Product News RealPlayer Today's Links
Done
Internet

WEB DOCS

Edit User

DRMO-RIC: SVKA

Please enter the User ID you would like to edit.

Edit User

Help

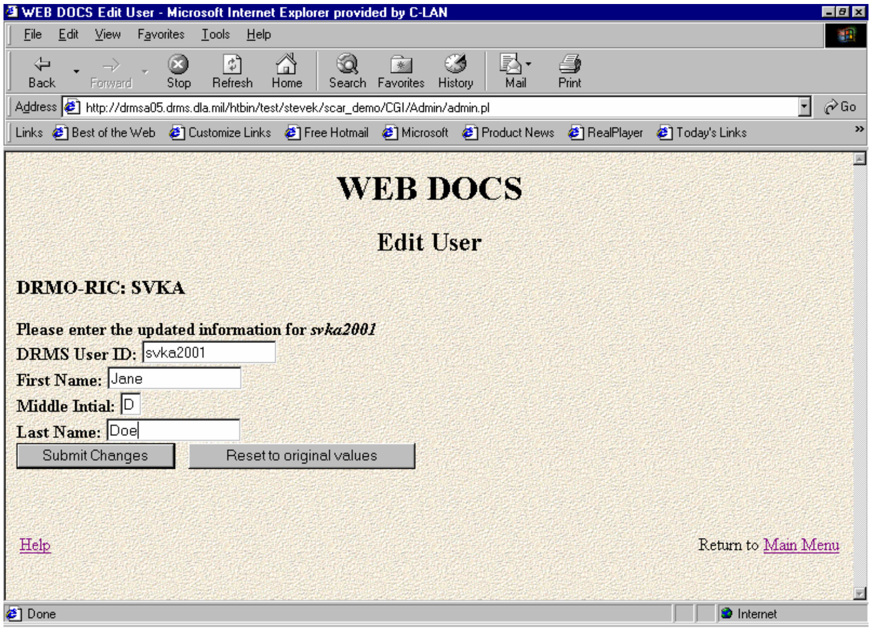
Return to Main Menu

FIGURE 17

Continued on Next Page

Section 6.2.2 How to Edit a User (continued)

5. When the Edit User screen displays (Figure 18, below), enter the updated user information into appropriate field.
6. Click **Submit Changes** button (or press enter).
7. WEBDOCS will process the changes and display a successful completion message. Remember that any changes must also be made at the HQ level (especially user ID changes). Please refer to page 21 for more information.


WEB DOCS Edit User - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address http://drmsa05.drms.dla.mil/htbin/test/stevek/scar_demo/CGI/Admin/admin.pl
Go
Links Best of the Web Customize Links Free Hotmail Microsoft Product News RealPlayer Today's Links
Submit Changes
Reset to original values
Done
Internet

WEB DOCS

Edit User

DRMO-RIC: SVKA

Please enter the updated information for *svka2001*
DRMS User ID: svka2001
First Name: Jane
Middle Intial: D
Last Name: Doe

Help

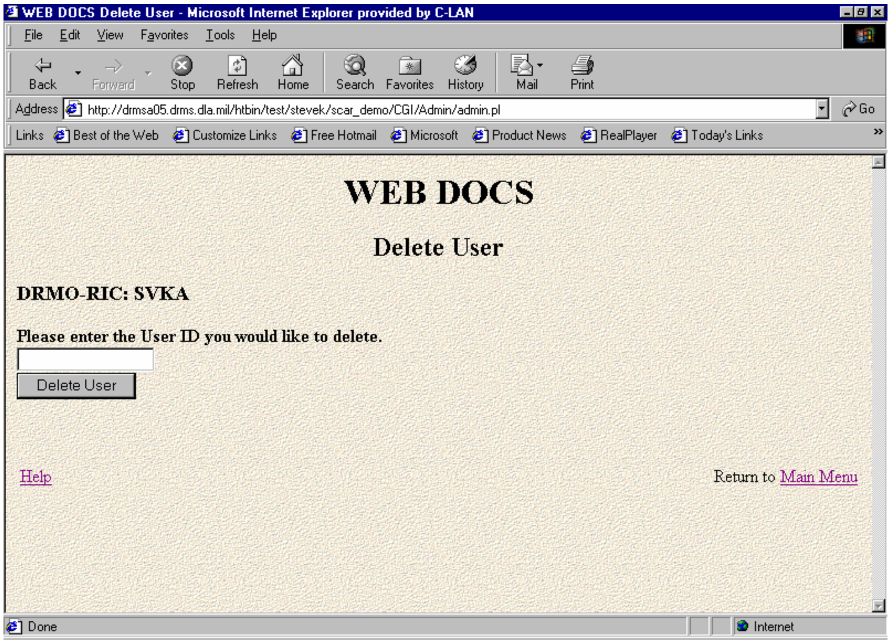
Return to Main Menu

FIGURE 18

SECTION 6.2.3 How to Delete a User

The delete user administrative utility allows DRMO Administrators to delete users off the local WEBDOCS table. Administrators may only delete users for their own RIC.

1. From “Administrative Utilities” menu (Figure 15, page 21), click on **Delete User** button.
2. The Delete User screen will display (Figure 19, below).
3. Enter the User ID to delete. Note, administrators may only delete users with the same RIC
4. Click **Delete User** button (or press Enter key).


WEB DOCS Delete User - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address http://drmsa05.drms.dla.mil/htbin/test/stevek/scar_demo/CGI/Admin/admin.pl
Go
Links Best of the Web Customize Links Free Hotmail Microsoft Product News RealPlayer Today's Links
Delete User
Help
Return to Main Menu
Done
Internet

WEB DOCS

Delete User

DRMO-RIC: SVKA

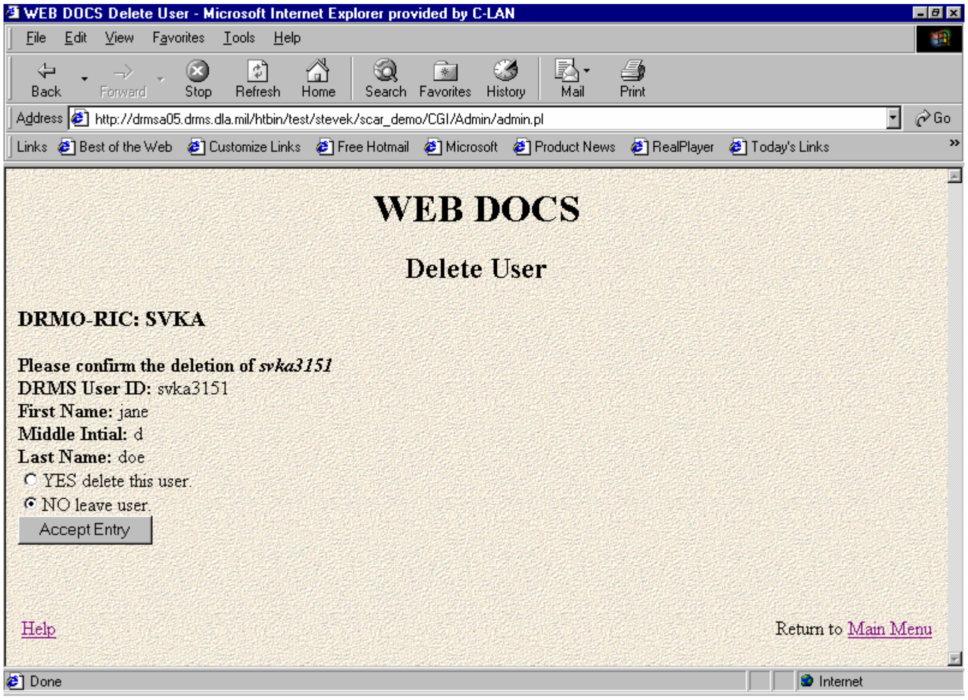
Please enter the User ID you would like to delete.

FIGURE 19

Continued on Next Page

SECTION 6.2.3 How to Delete a User (continued)

5. WEBDOCS will display a Confirm Delete screen (Figure 20, below).
6. Select the appropriate radio button (Yes or No)
7. Click Accept Entry
8. The system will delete the user and display a successful deletion message. Remember that all changes must be processed through HQ DRMS. Please see page 21 for more information.


WEB DOCS Delete User - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address http://drmsa05.drms.dla.mil/htbin/test/stevek/scar_demo/CGI/Admin/admin.pl
Go
Links Best of the Web Customize Links Free Hotmail Microsoft Product News RealPlayer Today's Links
Done
Internet

WEB DOCS

Delete User

DRMO-RIC: SVKA

Please confirm the deletion of *svka3151*
DRMS User ID: svka3151
First Name: jane
Middle Intial: d
Last Name: doe
○ YES delete this user.
● NO leave user.
Accept Entry

Help

Return to Main Menu

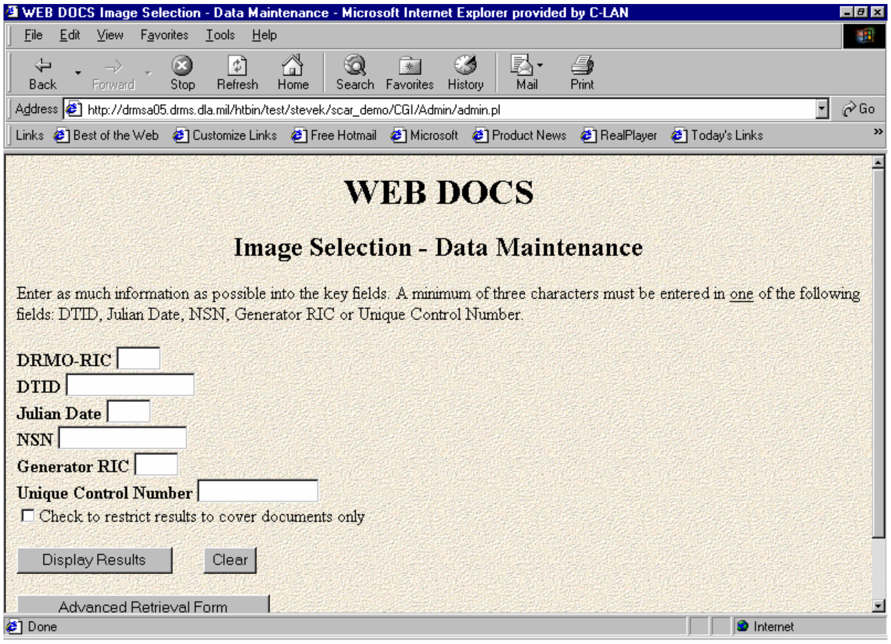
FIGURE 20

SECTION 6.3 DATA MAINTENANCE

Data Maintenance functions allow authorized DRMO Administrators to search for and display images stored in WEBDOCS using standard Image Data Retrieval forms. The Administrator may then perform data maintenance activities. These activities include: editing indexing data, replacing data image files, deleting records, and annual records purge in accordance with approved records management procedures. Annual records purge activities must be performed from the Advanced Retrieval Form.

Section 6.3.1 Selecting Image Record(s) for Editing or Deletion

1. From the Administrative Utilities Menu, click on **Select Records** button under Data Maintenance header. Note: The first step in any data maintenance action is to select image record(s).
2. The standard retrieval form for image selection will display. Note that the title also indicates Data Maintenance mode (see Figure 21, below).


WEB DOCS Image Selection - Data Maintenance - Microsoft Internet Explorer provided by C-LAN
File
Edit
View
Favorites
Tools
Help
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Address
Go
Links
Best of the Web
Customize Links
Free Hotmail
Microsoft
Product News
RealPlayer
Today's Links
Done
Internet

http://drmsa05.drms.dla.mil/htbin/test/stevek/scar_demo/CGI/Admin/admin.pl

WEB DOCS

Image Selection - Data Maintenance

Enter as much information as possible into the key fields. A minimum of three characters must be entered in one of the following fields: DTID, Julian Date, NSN, Generator RIC or Unique Control Number.

DRMO-RIC
DTID
Julian Date
NSN
Generator RIC
Unique Control Number
☐ Check to restrict results to cover documents only

Display Results | Clear

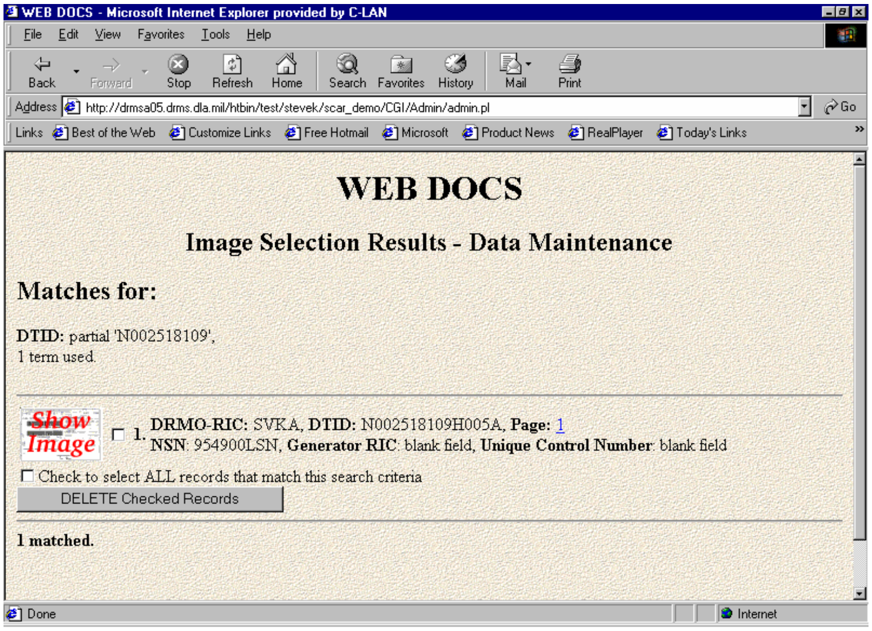
Advanced Retrieval Form

FIGURE 21

3. Enter as much information about the record as possible. This will not only speed up the search, but will reduce the number of matches displayed. Purging of records must be done from the Advanced Retrieval Form (see directions on page 31).
4. The system will display a list of records matching the search criteria. Records are displayed with a check box next to the “Show” Image button. If records appear in the match list without check boxes, it means the Administrator does not have appropriate permission to modify the record. Only those records associated with the DRMO Administrator’s RIC may be modified by the Administrator.
5. Proceed with Data Maintenance activity. Refer to page 28 for directions on deleting records. Refer to page 29 for directions on editing records. Refer to page 30 for directions on replacing an image file.

Section 6.3.2 How to Delete an Image and Indexing

1. From the Image Selection Results Data Maintenance screen, select the record for deletion by either clicking the check box next to the Show Image button. If all records matching the search criteria are to be deleted, click in the box at the bottom of the screen for "Check to select ALL records that match the search criteria". (Figure 22, below).
2. Click **Delete Checked Record(s)** button.
3. The system will display a screen to confirm the delete. Check the appropriate response (Yes or No).
4. Click **Accept Entry** button.
5. The system will display a successful deletion message.


WEB DOCS - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Address
Go
Links
Best of the Web
Customize Links
Free Hotmail
Microsoft
Product News
RealPlayer
Today's Links
Show Image
DELETE Checked Records
Done
Internet

http://drmsa05.drms.dla.mil/htbin/test/stevek/scar_demo/CGI/Admin/admin.pl

WEB DOCS

Image Selection Results - Data Maintenance

Matches for:

DTID: partial 'N002518109',
1 term used.

☐ 1. **DRMO-RIC:** SVKA, **DTID:** N002518109H005A, **Page:** 1
NSN: 954900LSN, **Generator RIC**: blank field, **Unique Control Number**: blank field

☐ Check to select ALL records that match this search criteria

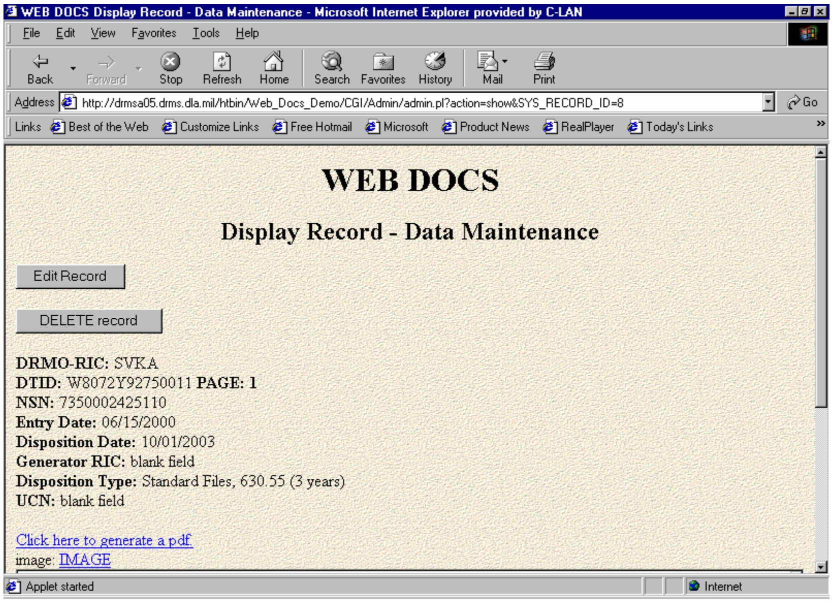
1 matched.

FIGURE 22

Note: Records may also be deleted from the Show Image view. To view the image, click on **Show Image** button. The system will display the indexing and image file. Click the **Delete Record** button. The system will display a screen to confirm the delete. Check the appropriate response (Yes or No) and click on **Accept Entry**.

Section 6.3.3 How to Edit Image Indexing Fields

1. From the Image Selection Results Data Maintenance screen, select the record for editing by clicking on **Show Image** button.
2. The system will display the record (indexing fields and image) (Figure 23, below).
3. Click on the **Edit Record** button.
4. The system will display a screen with indexing fields available for editing (Figure 24, below). Enter corrected information in appropriate fields.
5. Click **Accept Changes** button.
6. The system will display a confirm edit screen. Click the appropriate response (Yes or No) and then click the **Accept Entry** button.
7. System will then display edit complete message.


WEB DOCS Display Record - Data Maintenance - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address http://drmsa05.drms.dla.mil/htbin/Web_Docs_Demo/CGI/Admin/admin.pl?action=show&SYS_RECORD_ID=8
Go
Links Best of the Web Customize Links Free Hotmail Microsoft Product News RealPlayer Today's Links
Applet started
Internet

WEB DOCS

Display Record - Data Maintenance

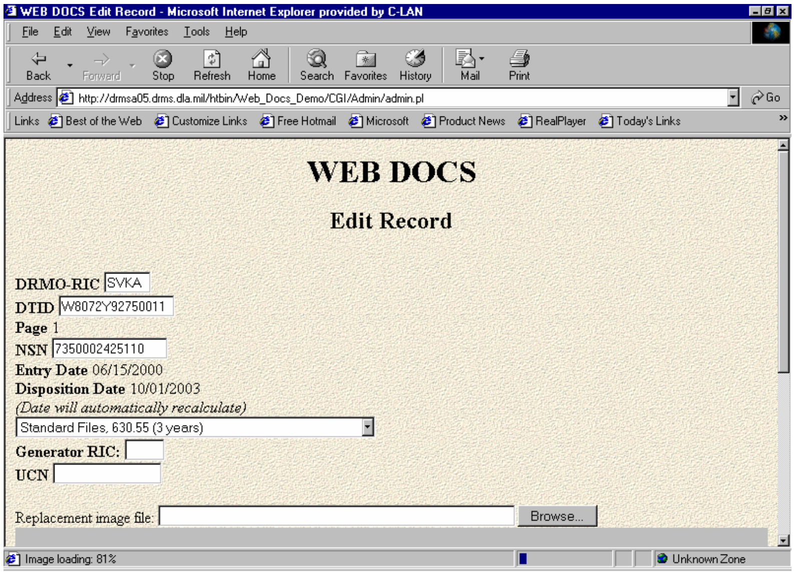
Edit Record

DELETE record

DRMO-RIC: SVKA
DTID: W8072Y92750011 **PAGE:** 1
NSN: 7350002425110
Entry Date: 06/15/2000
Disposition Date: 10/01/2003
Generator RIC: blank field
Disposition Type: Standard Files, 630.55 (3 years)
UCN: blank field

Click here to generate a pdf
image: IMAGE

FIGURE 23


WEB DOCS Edit Record - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address http://drmsa05.drms.dla.mil/htbin/Web_Docs_Demo/CGI/Admin/admin.pl
Go
Links Best of the Web Customize Links Free Hotmail Microsoft Product News RealPlayer Today's Links
Image loading: 81%
Unknown Zone

WEB DOCS

Edit Record

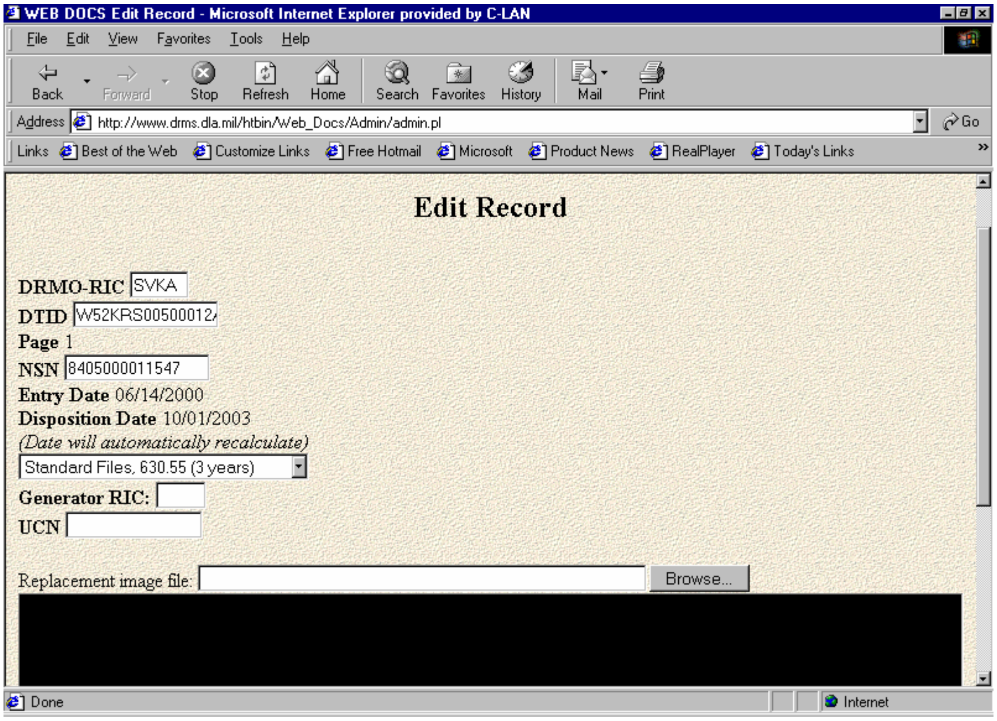
DRMO-RIC SVKA
DTID W8072Y92750011
Page 1
NSN 7350002425110
Entry Date 06/15/2000
Disposition Date 10/01/2003
(Date will automatically recalculate)
Standard Files, 630.55 (3 years)
Generator RIC:
UCN

Replacement image file: Browse...

FIGURE 24

Section 6.3.4 How to Replace an Image File

1. From the Image Selection Results Data Maintenance screen, select the record for editing by clicking on the **Show Image** button.
2. The system will display the record (indexing fields and image) (Figure 23, page 29).
3. Click **Edit Record** button. The system will display the edit screen (Figure 24, page 29).
4. The current image is displayed on the screen. (Figure 25, below).
5. Select new image file by clicking on **Browse** button and selecting a new image file from DRMO Local PC (or LAN).
6. Click **Accept Changes** button.
7. A confirm update screen will display. Click appropriate response (Yes or No).
8. Click on **Accept Entry** button.
9. The system will display a successful message when the action is complete.


WEB DOCS Edit Record - Microsoft Internet Explorer provided by C-LAN
File Edit View Favorites Tools Help
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Address http://www.drms.dla.mil/htbin/Web_Docs/Admin/admin.pl
Go
Links Best of the Web Customize Links Free Hotmail Microsoft Product News RealPlayer Today's Links
Browse...
Done
Internet

Edit Record

DRMO-RIC SVKA
DTID W52KRS00500012
Page 1
NSN 8405000011547
Entry Date 06/14/2000
Disposition Date 10/01/2003
(Date will automatically recalculate)
Standard Files, 630.55 (3 years)
Generator RIC:
UCN

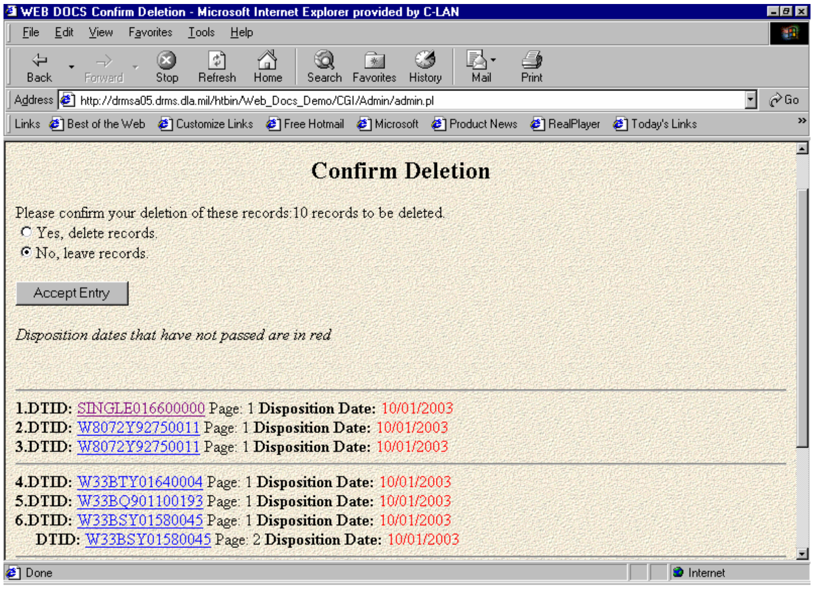
Replacement image file:

FIGURE 25

Section 6.3.5 How to Purge Records

Records must be selected for the annual records purge from the Advanced Retrieval Form.

1. From the Administrative Utilities menu, click **Select Records**.
2. The standard retrieval form for image selection will display. Note that the title also indicates Data Maintenance mode (see Figure 21, page 27). Click **Advanced Retrieval Form** button. The Advanced Retrieval Form will display (Figure 11, page 17).
3. Enter DRMO RIC in field 1, DRMO-RIC
4. Enter disposition date in field 10, Starting Disposition Date. For example, to delete records that have a disposition date of 10/01/2004, enter 10/01/2004 in the first date field of Disposition Date.
5. Click **Display Results** button.
6. System will display a list of matching records (see Figure 22, page 28).
7. Verify these are the correct records for purge.
8. Click the check box next to the statement "Check to select ALL records that match the search criteria". NOTE: This will delete every record in the system that matches the search criteria.
9. Click **Delete Checked Records** button.
10. The system will display a confirm delete screen. (see Figure 26, below). If any records have a disposition date that has not yet passed, the records will display with the disposition noted in red text. If records display with red text indicating that they do not meet the disposition time frame, this means your search criteria was in error. For annual records purge use the disposition date field to select records. If correct disposition date was entered, all records should meet the disposition timeframe. Users should not purge records earlier than what the destruction timeframe indicated by records retention guidelines allows
11. Click **Accept Entry** button.
12. The system will display a successful purge message when action is complete.


WEB DOCS Confirm Deletion - Microsoft Internet Explorer provided by C-LAN
File
Edit
View
Favorites
Tools
Help
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Address
Go
Links
Best of the Web
Customize Links
Free Hotmail
Microsoft
Product News
RealPlayer
Today's Links
Done
Internet

http://drmsa05.drms.dla.mil/htbin/Web_Docs_Demo/CGI/Admin/admin.pl

Confirm Deletion

Please confirm your deletion of these records:10 records to be deleted.

○ Yes, delete records.
● No, leave records.

Accept Entry

Disposition dates that have not passed are in red

1.DTID: SINGLE016600000 Page: 1 **Disposition Date:** 10/01/2003
2.DTID: W8072Y92750011 Page: 1 **Disposition Date:** 10/01/2003
3.DTID: W8072Y92750011 Page: 1 **Disposition Date:** 10/01/2003

4.DTID: W33BTY01640004 Page: 1 **Disposition Date:** 10/01/2003
5.DTID: W33BQ901100193 Page: 1 **Disposition Date:** 10/01/2003
6.DTID: W33BSY01580045 Page: 1 **Disposition Date:** 10/01/2003
DTID: W33BSY01580045 Page: 2 **Disposition Date:** 10/01/2003

FIGURE 26

SECTION 7 QUICK START REFERENCE GUIDE

Section 7.1 Scanning Documents

1. Launch ScanApp by double clicking on icon
2. Place 50 (+-) documents face up in Cannon Scanner ADF tray
3. Select CFM Twain32 Driver
4. Type in beginning file name or use **Browse** button to select folder

   Remember image files are stored in sub-folders named by specific day within WEBDOCS folder. Files are named using Julian Date. The beginning file name for documents being scanned on Feb01 looks like this: C:\WEBDOCS\Feb01\32001. Review pages 4-7 of this guide if additional assistance is required.
5. Click on **ADF Single** button
6. When documents in tray are scanned, a dialog box will display with a message telling the user no paper in feeder. This means the tray is empty. Either load more documents into the tray and click on **Retry** or click **Cancel** to stop scanning documents

Section 7.2 Single Mode Document Upload (or Batch Lot Cover DTIDs)

1. From the WEBDOCS Main Menu, click on **Single Mode-Document Upload** button
2. At the Image File Selection-Single Mode screen, enter the complete file name of the image or click on the **Browse** button to select a file from the local PC
3. Click on **Display and Index Image** button
4. Verify the image displayed in the top frame is the correct document
5. Use keyboard or bar code wand to index key fields of document
6. When finished, click **Accept Entry** button to add new record

   OR

   If image is a secondary page to an existing record, click **Add Page** button.

Refer to page 13 for complete directions

7. System will return to Image File Selection-Single Mode screen for selection of next image file.

Section 7.5 Image Data Retrieval

1. From WEBDOCS Main Menu click on Image Data Retrieval button
2. Enter as much information as possible about the document into the key fields.
3. To begin search, click **Display Results** button. System will display list of matching records.
4. To view a record, click on **Show Image** icon or click on blue number listed in description list after Page. Page 1 is always DTID. All other pages are supplemental information. Supplemental pages are viewable by clicking on blue number associated with page (2, 3, 4, etc).

Section 7.6 Advanced Retrieval

1. From WEBDOCS Main Menu click on Image Data Retrieval button
2. Click **Advanced Retrieval Form** button
3. Enter as much information as possible about the document into the key fields.
4. Click appropriate radio button at bottom of screen to sort results
5. To begin search, click **Display Results** button. System will display list of matching records.
6. To view a record, click on **Show Image** icon or click on blue number listed in description list after Page. Page 1 is always DTID. All other pages are supplemental information. Supplemental pages are viewable by clicking on blue number associated with page (2, 3, 4, etc).

Section 7.7 Printing an Image

User must have Adobe Acrobat loaded to print image files.

1. Follow directions for retrieving image. The image you wish to print should be displayed on screen.
2. Click on the "Click here to generate PDF" link to create a PDF file. System generates PDF file and displays link on screen.
3. Click on link. Adobe launches and image is displayed on screen.
4. Click on icon that looks like a printer to print image file

Section 7.8 Add A User

1. Send User ID information to HQ DRMS to add users to system (see page 21). When passwords are received then add user to local table.
2. From WEBDOCS Main Menu, select Administrative Functions menu
3. Click on Add User button.
4. Enter the User ID of the person in New User ID field.
5. Enter the first, middle initial, and last name of the new user.
6. Click Add User button or press Enter
7. System will add new user and display successful message.

Section 7.9 Edit A User

1. Send User ID information to HQ DRMS for records changes (see page 21).
2. From WEBDOCS Main Menu, select Administrative Functions menu
3. Click on Edit User button.
4. Enter the User ID of person to edit
5. Click Edit User button or press Enter
6. Enter updated user information in appropriate fields
7. Click Submit Changes button or press Enter
8. System will update user record with new information and display successful message.

Section 7.10 Delete A User

1. Send User ID information to HQ DRMS for deletion from the system (see page 21).
2. From WEBDOCS Main Menu, select Administrative Functions menu
3. Click on Delete User button
4. Enter the User ID to delete
5. Click Delete User button or press Enter
6. When Confirm Delete screen displays, select appropriate response (Yes or No)
7. Click Accept Entry
8. The system will delete the user record and display successful message

Section 7.11 Data Maintenance – Delete A Record

1. From the Administrative Utilities Menu, click **Select Records** button.
2. Enter information about record for retrieval (or use Advanced Retrieval) and click **Display Results** button.
3. Select the record(s) for deletion by placing a check in the box next to the record (or check the box at the bottom to select ALL records matching search criteria).
4. Click **Delete Checked Records** button
5. System displays screen requesting the user confirm the delete. Check appropriate response (Yes or No).
6. Click **Accept Entry** button.
7. System displays a delete confirmation message. Action is complete.

Section 7.12 Data Maintenance – Edit A Record's Indexing Data

1. From the Administrative Utilities Menu, click **Select Records** button.
2. Enter information about record for retrieval (or use Advanced Retrieval) and click **Display Results** button.
3. Select the record for editing by clicking on the **Show Image** button.
4. The system displays the indexing and image. Click the **Edit this Record** button.
5. The system displays the indexing fields for editing. Enter the corrected information.
6. Click **Accept Entry** button.
7. System displays screen requesting user confirm edit action. Check appropriate response (Yes or No).
8. Click **Accept Entry** button.
9. System displays an edit confirmation message. Action is complete.

Section 7.13 Data Maintenance – Replace an Image File

1. From the Administrative Utilities Menu, click **Select Records** button.
2. Enter information about record for retrieval (or use Advanced Retrieval) and click **Display Results** button.
3. Select the record for editing by clicking on the **Show Image** button.
4. The system displays the indexing and image. Click the **Edit this Record** button.
5. Enter the file name of the new image file or use **Browse** button to select a file.
6. Click **Accept Changes** button.
7. A confirm update screen will display. Click appropriate response (Yes or No).
8. Click **Accept Entry** button.
9. System will display confirmation screen. Action is complete.

Section 7.14 Data Maintenance – Annual Records Purge

Annual Records purge must be done from the Advanced Retrieval Form.

1. From the Administrative Utilities Menu, click **Select Records** button.
2. Click the **Advanced Retrieval Form** button.
3. Enter DRMO RIC in field 1 and disposition date in field. For example: to purge all records due for destruction 10/01/2004, simply enter 10/01/2004 in the first date field of field 10.
4. Click **Display Results** button.
5. System will display all matching records. Review records to ensure they meet records retention criteria for destruction.
6. Check the box at the bottom of the screen for "check to select ALL records that match this search criteria".
7. Click **Delete Checked Records** button.
8. All records that contain a disposition date that has not yet passed will display. Their disposition dates will be highlighted in red text. Refer to page 31 for detailed instructions.
9. System will display a delete confirmation screen. Select appropriate response (Yes or No).
10. Click **Accept Entry** button.
11. System will delete records and display complete message. Action is complete.

FREQUENTLY ASKED QUESTIONS

Scanning Equipment

1. Does the DRMO need a dedicated PC for the scanning station?
   No, the imaging scanner and software may be set up on any DRMO PC. When determining the best location for the scanner, remember to consider where the primary user(s) is located versus where the equipment is set up. Once documents are scanned, they may be loaded to WEBDOCS from any PC that has an Internet connection and access to the local image files.

2. Are there any special PC requirements?
   Yes. All PCs that will be used for WEBDOCS must have a connection to the Internet, the latest version of browser software. For Internet Explorer, the version must be 5.0 or greater. Also, the Java Virtual Machine (VM) must be loaded. The web address for the VM is:
   http://www.microsoft.com/java/vm/dl_vm40.htm
   Once in this web site, scroll to the bottom of the page and select the appropriate download option (for Windows 95/98 or 2000). Depending on the browser's security level settings, the user may see pop-ups asking if the user trusts content from Microsoft, continue the download, and license agreement screens. The user should accept these options (respond by clicking "yes" or "okay" as prompted). After the download is successful, the computer must be rebooted. If the PC will be used to upload the images to WEBDOCS, access to the local image file directories is also required.

3. In addition to the instructions provided, are there any tips for installing the equipment?
   We received the following helpful hint from Sue Jackson at DRMO Hill: "After you install the SCSI card and attach the cable and scanner (be sure to plug the SCSI terminator in the second port on the back of the scanner-it is included in the box with the scanner so don't throw it away), you need to by-pass the windows installation of the scanner. Also, be sure the scanner is on before you fire up the CPU. The disks that come with the scanner (i.e.: ISIS Driver for DR-3020(16/32 bit) and CFM Windows 32 bit DR-3020 TWAIN Driver) must be run from the RUN... prompt. You must run both installs from these 2 disks. Yes, there is a third disk, CFM Windows 16 bit DR-3020 TWAIN Driver, don't install that one, you only need the 32-bit. After that, run the ScanApp CD and you should be in business." As always, if you run into difficulty installing the equipment, please call the DRMS Help Desk at DSN: 661-4999.

4. We would like another scanner. How do we order one?
   The scanners are very fast. They can image an average of 40 documents per minute. This means that up to 2400 document could be scanned in one hour! The scanners also have high durability ratings--they rarely breakdown. For this reason, we determined that one scanner per site should be sufficient. The equipment is expensive, about $3500 per scanner. However, if the DRMO has a valid business requirement for an additional scanner, standard equipment ordering procedures must be followed. Develop a Mission Analysis Requirements Document (or MARD). The MARD is submitted through the DRMO Chief to the Forward Support Team (FST) for initial approval. If the FST approves, the request is sent to National Command. After National Command approves the purchase, it comes to DRMS-C and if approved, the purchase is placed.

Frequently Asked Questions

Scanning Equipment (continued)

5. The bar-coding equipment we have won't work with WEBDOCS. Every time we use it, we receive an error message from WEBDOCS.
   The problem is likely due to a configuration issue. Please e-mail Sherri Underwood (s9d3151@mail.drms.dla.mil) for configuration information.

6. We have an old HP5 scanner. Will it work with WEBDOCS?
   No, the ScanApp software will not work with the HP5 scanner. ScanApp requires a fully TWAIN compliant scanner. The HPs are not fully TWAIN compliant.

7. There is a problem installing the equipment. Who can help?
   Please contact the DRMS Help Desk at DSN: 661-4999 or commercial (269) 961-4999.

8. Are the scanners covered by any warranty?
   The scanners are not covered under any extended warranties. Should the scanner malfunction, please contact the DRMS Help Desk. A technician will try to correct the problem. If the problem cannot be resolved, an authorized Cannon service center may be contacted for technical support.

Scanning Software (ScanApp)

1. Why is there a large dark area at the bottom of each of my 1348 scans?
   This is due to scanning height. Notice in the ScanApp software there is an option to select the scanning height. It is automatically configured for 11 or 14 inches. This setting may be changed to include the option of 5.5. A 5.5 height scan will eliminate the large black area at the bottom of the image. We recommend that if users are only scanning the DTIDs, they select 5.5 as the scanning height. The "scan32.ini" file of ScanApp must be updated. It is located at C:\Program Files\Informatic Inc\ScanApp.
   The best way to edit the file is to use Microsoft Notepad. Here are the specific directions:
   j. Launch Notepad by selecting it from Start Menu, Programs, Accessories.
   k. Select "File" from Notepad's top bar menu and then pick "Open"
   l. The file is called "Scan32.ini". Browse for this file by looking in C:\Program Files\Informatic Inc\ScanApp folder. Change the File type to All Files (*.*) in order to view the "Scan32.ini" file.
   m. When "Scan32.ini" is located, double click the file to open it.
   n. The system displays a set up file. About 11 rows down, there are two options called Scanbottom1 and Scanbottom2. These options determine the scanning height for documents.
   o. Change Scanbottom1 to **5.5** by clicking on that line and backspacing over the 11. Enter the text: **5.5**
   p. Next, change Scanbottom2 to **11** by clicking on that line and backspacing over the 14. Enter the text: **11**
   q. Select File, Save from the top bar menu. Exit Notepad.
   r. When ScanApp is launched, it will now reflect scanning heights 5.5 and 11. Use 5.5 when scanning DTIDs. The 11 height may be used for standard, full size scans (8 ½ x 11).

FREQUENTLY ASKED QUESTIONS

Scanning Software (ScanApp) continued

2. If I’m scanning 1348s only (no attachments) can I adjust the scanning height to get rid of the large dark area that appears at the bottom of the 1348s?
   Yes, see directions in question 2, above.

3. The document is very light, can we make the image darker?
   If the document is light and nearly unreadable, it is unlikely that changing the settings to scan darker will make the document readable. If it is only one or two documents, try copying the document(s) on the copier and then scan the copies. If you have a generator that consistently submits these types of documents, we suggest you meet with the generator to explain the benefits of imaging and the benefits of allowing them to do their own research once documents are loaded to WEBDOCS. Hopefully, this will encourage the generator to work with the DRMO to make the documents more readable. The ScanApp software does have functions that allow users to adjust the scan parameters. These parameters are located under the Settings menu of ScanApp. Refer to the Help file in ScanApp for a complete description of the parameters. To change settings within ScanApp, click on the “Settings” option in the top line menu of the software. Try adjusting the software using the following scanning parameters:

   Mono/Gray/Color= Optional Grayscale
   Default=Mono (or black and white)
   Brightness= Optional brightness set between -1000 to 1000.
   -100 is Bright, 100 is Dark, Default = 0
   Contrast= Optional contrast set between -1000 to 1000
   -100 Low Contrast, 100 High Contrast, Default = 0

5. One of the documents scanned is very crooked. How do we fix it?
   When upload/indexing to WEBDOCS, if one of the documents appears skewed (very crooked, upside down, etc), do not continue to upload that document. Simply write down the DTID and skip uploading that image file. Locate the paper DTID that needs to be rescanned and scan it. Upload the corrected image file. NOTE: Documents that appear only slightly skewed do not need to be re-imaged.

FREQUENTLY ASKED QUESTIONS

Filing Paper Documents

1. Now that the documents are all scanned can I throw the paper away?
   DRMS-TSP finalized the changes to our policy and posted it on the DRMS Web site, Internal Page (DRMS-I 4160.14, Volume IV, Instructions for Property Accounting for DRMS and the Defense Reutilization and Marketing Offices, Chapter 9, Records Maintenance and Attachment 1 to Chapter 9, WEBDOCS User's Guide). This guidance allows the DRMOs to destroy paper copies of documentation 30 days after it has been imaged and uploaded to WEBDOCS. The exception to this policy is for hazardous documents. Please review the policy in detail for complete information.

2. We would like to image hazardous turn-in documents and load them to WEBDOCS as this makes them very easy to retrieve. May we image those documents and file them in accordance with the Chapter 9 guidance on hazardous documentation?
   Yes. As long as the hazardous DTIDs are not destroyed, DRMOs may opt to image the turn-in documents and load them to WEBDOCS. The hazardous documentation must be filed in accordance with DRMS policy.

3. Why keep the documents 30 days? Why not just throw them out as soon as they are scanned?
   The documents should be kept 30 days in case there is a problem that requires the user to go back to the paper document and re-image. We recommend DRMOs store paper copies in a file labeled 1-31, corresponding with the days of the month. For example: Documents scanned on April 3, would be placed behind the tab marked "Day 3". DRMOs were instructed to name their files using the Julian date of the day they are being scanned. If during the upload process, the user notes that a document with a file name of 94001.tif is scanned upside down, it would be easy to go back to the documents stored behind the "Day 3" (for April 3) and retrieve the paper copy to re-scan. When documents for May 3 are scanned, the paper copies located behind the "Day 3" tab, are destroyed and replaced by the May documents.

4. What is the procedure for scanning Batch Lots?
   The requirement for scanning batches requires DRMOs to scan only the cover document of the batch lot. This is because it is the official accountable record for the entire batch. The paper documents for the batch must be manually filed for the established record retention timeframe. Refer to DRMS-I 4160.14, Volume IV, Instructions for Property Accounting for DRMS and the Defense Reutilization and Marketing Offices, Chapter 9, Records Maintenance and Attachment 1 to Chapter 9, WEBDOCS User's Guide, all dated June 2000 for detailed information. Significant changes have been made, **please read in its entirety**.

5. How can I get rid of the come-back copy process for our generators?
   Many DRMOs have successfully negotiated an alternate method of handling the come-back copy process with their generators. DRMS policies are in place to allow DRMOs the flexibility to seek electronic methods of providing come-back copy information to generators. The DRMO must work with their generators to develop the process.

FREQUENTLY ASKED QUESTIONS

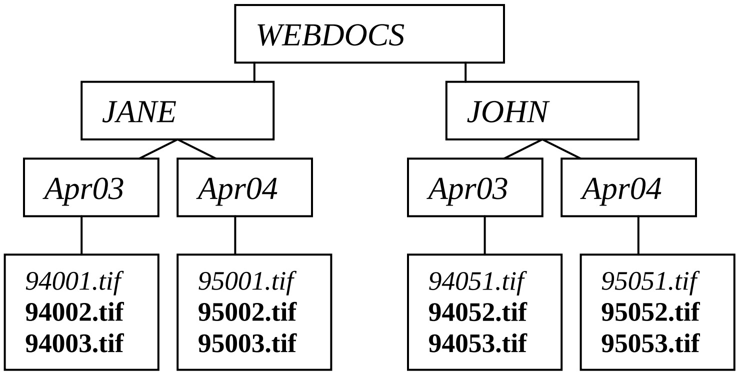
Filing Paper Documents (continued)

6. Should we go back and scan all of last year's (or last month's) documents?
   We recommend the DRMO begin with a day-forward approach to scanning documents. This means that scanning documents begins from the current day and moves forward. It is up to each individual DRMO to determine the best method for handling old files. However, we don't want the DRMOs to start with a big backlog of documents. A better solution may be to start with the current documents and then as time permits, go back and add other documents. For example, if the DRMO begins production April 3, they would scan and upload all documents for April 3. If there were minimal documents for that day and time permitting, they could go back and pull the documents for March 31 and add those to the system. Once documents for March 31 were added, the documents for March 30 could be done, etc.

Local PC Set Up

1. We have three people uploading documents to the web. Can I build the WEBDOCS sub-folders on our LAN?
   Yes, the recommended folder structures (as described in the User's Guide) may be created on the LAN. If DRMOs have more than one person loading documents to the web at a time, storing the images on the LAN is a wise choice. Please make sure everyone loading documents to the system understands the DRMO folder structures. This will prevent duplicate documents from being loaded.

2. Multiple people are uploading documents to the web. It is very confusing to figure out who uploaded what. How can we organize this better?
   One method for organizing document uploads with multiple users is to assign each user their own sub-folder or day's workload. If multiple users are accessing the same folder for the same day, it will be very confusing to figure out where one person began and the other one left off. DRMOs may also create a sub-folder for each person. The same directory structure (folders named by date) could then be created under the person's sub-folder. For example, two employees Jane and John, split the DRMO workload. On the DRMO LAN there is a folder titled, WEBDOCS. Under WEBDOCS are two folders, one named Jane and one named John. Under each of these folders are sub-folders named by the date of the workload (as described in the User's Guide). Half of April 3rd image files are stored in Jane's folder, the other half in John's. The structure looks like this:



FREQUENTLY ASKED QUESTONS

WEBDOCS

1. How do I get a User ID and password for the production system?
   Contact the Administrator for your DRMO (or DRMO Chief if you are the Administrator). The Administrator submits an e-mail to the DRMO Chief for approval. The Chief approves the request and forwards the e-mail to Peggy Chambers, DRMS-C (pchambers@drms.dla.mil). The e-mail must specify the user's first name, middle initial, last name, user ID, and type of access required (User or Administrative). Generally, it takes one to two business days to process the requests. Upon creation of the User ID, a notification e-mail will be sent back to the DRMO with log in instructions. For more information contact Peggy at DSN: 661-7691, the DRMS Help Desk at DSN: 661-7229.

2. Why do DRMO users have to log in to upload/index files, but not for retrieval?
   Only authorized DRMO personnel may upload and store images to WEBDOCS. The retrieval function is read only and has no access to alter documents or indexing.

3. Why do we have to select the next file for upload each time? The system should automatically put the next file name in the selection box.
   This is a browser function. We cannot alter the programming of the browser—the browser will not allow any file name to appear in the selection box unless the user picks the file. This is a security feature designed to prevent the unauthorized or unintentional download of files. The browser does remember the last directory so the user just needs to double click on the next file they wish to select.

4. Why do we have to click on the "Display and Index" button? The system should automatically display the image when it is selected.
   This is a browser function. The focus of the browser (where the cursor goes for the next action) goes to the "Display and Index Image" button after the file is selected. At this point the user could press the "Enter" key. However, since we cannot alter the programming of the browser, we cannot make it automatically launch the display action once the file has been selected. The user must either click on the "Display and Index Image" button or press the "Enter" key on the computer keyboard to display the selected file.

5. In the indexing screen, the cursor should automatically appear in the DTID field. It's a waste of time to have to click in the DTID field every time.
   Changing this functionality would negate the validation/verification process. The imaging process requires users to review the image to ensure it is the image they wish to index prior to entering indexing data. Users should scroll the image to verify it and then index the image. It is critical to the imaging process (and the ability to retrieve images) that the indexing information be accurate. If indexing is entered incorrectly, it will be very difficult to retrieve the image. The verification of the image is an important step in the overall imaging process. Users should not blindly index images without first reviewing the image to make sure it is correct. Additionally, even if we wanted to have the cursor automatically appear in the DTID field, it is a browser function. We cannot reprogram how the browser functions.

FREQUENTLY ASKED QUESTIONS

WEBDOCS (continued)

6. In the indexing screen, the cursor should remain in the DTID field while scrolling up and looking at the document. Why does the cursor disappear from the indexing fields?
   Regarding having two cursor positions at the same time (one in image display and one in indexing fields): the focus of the browser is controlled by the mouse/click actions. Only one focus point is allowed at a time, so it is not possible to have two cursor positions appear on the screen at the same time.

7. The indexing screen appears, but there is a black box where the image should appear.
Use the browser's back button and verify that the image selected is in TIF file format.

8. The system automatically accepts a duplicate document without warning the user. Can you change the system so it warns the user if the document is a duplicate?
   The system could be modified to add this feature, however, it would significantly increase the upload time. The system would have to search through the entire database once the user submitted the record. We would like to keep the upload time as fast as possible, so the programming for this process will not be changed. Originally, the system was designed to reject all duplicates. The users determined that this was unacceptable and they required the ability to enter duplicate DTIDs into the system. Therefore, the system was modified to allow duplicate entries. If a user finds a duplicate record during retrieval that is incorrect, the DRMO Administrator may delete the duplicate record.

7. The image appears without scroll bars or only a gray box appears where the image should display. How do I fix the problem?
   If the image displays without scroll bars, this means the Java VM software for the browser must be updated. Refer to General Information on page 4 of this manual for instructions about downloading the Java software.
   If a gray box displays in place of the image, this usually means either the Java VM software needs to be installed or the file format of the image is GIF. WEBDOCS uses the TIF file format. First, check the format of the file you are attempting to load. If the file has a GIF extension, it must be rescanned in TIF formatting. Refer to File Naming Conventions on page 5 of this guide.

8. We downloaded the Java Virtual Machine in first and then discovered that the Internet Explorer browser was version 4.0. We upgraded the browser software and now don't have any scroll bars around the image again.
   By upgrading the browser software after the Java download, the system over-wrote the files needed for Java to operate properly. Simply download the Java software again.

FREQUENTLY ASKED QUESTIONS

WEBDOCS (continued)

9. We're trying to retrieve a document by DTID but the system can't find it. How can we find the document?
   The Advanced Retrieval Form was designed to help users locate records using minimal information. Try using this form and entering as much information about the record as possible. The record may have been indexed incorrectly. Try entering only the DODAAC of the DTID along with an entry date range (if you know when it was entered into the system). If entry date is unknown, you can retrieve documents by entering the DRMO RIC and as little as three characters in the DTID field. This will produce a very large list to review, but this method increases your chances of locating an incorrectly indexed document.

10. The Administrator is trying to delete a record, but the system doesn't show a check box next to the record. What is wrong?
    Administrators are only authorized to perform maintenance on records that are under their RIC. If there is no check box next to the record, it means the user is not authorized to change the record.

11. During retrieval of a record, we noticed that a supplemental page is indexed to the wrong DTID. It is past the 30 day timeframe and the paper copy is destroyed. How do I associate the page 2 document with the correct DTID?
    The best way to correct supplemental pages in these instances is to use the download feature under the Retrieval function. Go to page 20 of this guide and follow the instructions for downloading an image file. Once the incorrect supplemental file has been saved on your local PC, go back to the Main Menu and select Document Upload. Upload the saved image just as it were a new document. After the supplemental page is indexed to the correct DTID, have the administrator go to Administrative Functions and delete the incorrect page two from the system.

12. Do I have to enter the NSN when adding supplemental pages to an original DTID?
    No. The only field required when using the "Add Page" function is the DTID field. Please refer to page 14 for further information about adding a page.